

MONTCLAIR PUBLIC SCHOOLS
22 Valley Road
Montclair NJ 07042
Telephone Number: 973-509-4000
APPLICATION FOR THE USE OF SCHOOL FACILITIES

Application Number: _____

Date: _____

DIRECTIONS:

1. At least ten (10) weekdays before requested date check with the building administrator to determine if facility is available.
2. Type or print (press hard) all information.
3. Submit entire application. A copy (which becomes the invoice) will be forwarded to the applicant after it is processed by the Buildings & Grounds Department.

Name of School: _____

Reason for Use:

Audience Yes () No () Estimated Number _____
 Admission charged Yes () No ()

FACILITY DESIRED (Check appropriate boxes):

- | | | | |
|--|---------------------------------------|---|--|
| 1. Auditorium <input type="checkbox"/> | 2. Cafeteria <input type="checkbox"/> | 3. Athletic Field <input type="checkbox"/> | 4. Classroom <input type="checkbox"/> |
| 5. Stage <input type="checkbox"/> | 6. Kitchen <input type="checkbox"/> | 7. Multipurpose Room <input type="checkbox"/> | 8. Other: _____ |
| 9. Gymnasium <input type="checkbox"/> | 10. Sub Gym <input type="checkbox"/> | 11. Library <input type="checkbox"/> | 12. Parking Lot <input type="checkbox"/> |

Activity Time From: _____

Open Building: _____

DATE (S) REQUESTED (Within each fiscal school year only July 1 – June 30)

SERVICES REQUESTED:

Audio System () Microphone () Tables () Chairs () Other _____
 (Specify)

In signing this application, the applicant certifies to the Board of Education the following:

1. The group or organization is chartered or incorporated under law.
2. The applicant has been authorized by the group or organization to represent it.
3. The Montclair Board of Education policies on community use of school facilities have been read and understood and will be complied with see Board Policy and Regulation 7510
4. The applicant will provide the Director of Buildings and Grounds with a certificate of insurance which names the Montclair Board of Education, 22 Valley Road, Montclair NJ 07042 as the certificate holder and additional insured for bodily injury and property damage liability in the combined single limit of \$1,000,000 before scheduled date.
5. Will be required to submit a Fire Permit from the Montclair Fire Department.
6. For organizations using the facilities for sports related or cheer leading programs must comply with the District's policy and regulation 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries.
7. Agrees to pay all fees due, in full, prior to the scheduled date.
8. Changes or cancellations will be made in writing at least three days in advance of rental date.

PERSON WHO WILL BE PRESENT DURING USE AND RESPONSIBLE FOR SUPERVISION:

Name : _____ Address: _____ Email Address: _____

Name of Organization _____

Purpose of Organization _____

Provision for Supervision, Describe _____

PLEASE CHECK ONE:

For Profit Organization

Not-For Profit Organization

(Signature of person representing the organization)

(Title)

Address: _____

Telephone _____

FOR SCHOOL USE ONLY

_____ 20____ Comment: _____

(Building Principal's Signature)

Security Required: Yes () No () Security Personnel Assigned _____

Business Office Use Only

Fee in accordance with Board of Education Policy \$ _____
 (Make checks payable to: MONTCLAIR BOARD OF EDUCATION)

By _____ Date _____ 20____

(Authorized Signature)