

BOONTON TOWNSHIP BOARD OF EDUCATION

11 Valley Road Boonton Township, New Jersey 07005
 Tel. (973) 334-4162, ext. 321 Fax (973) 316-6956

Office Use Only: Date: Group:

APPLICATION AND PERMIT TO USE ROCKAWAY VALLEY SCHOOL FACILITIES

Please print and complete in full; a copy will be sent to you upon approval. Facilities cannot be used on days when school is not in session.

Date:	Name of organization requesting the use of school facilities:		
Name of contact person:	Complete Address of contact:		
Home Phone:	Cell Phone:	Email Address:	
Purpose for which facilities are being requested:			
Day(s) of use:	Date of use: (Please list <u>all</u> dates needed)	Actual Hours of Event: From To	Hours of Use: (incl. set up and clean up) From To
Name of Adult on site during event(s): (If multiple people, attach list.)		Cell Phone number for on-site adult(s): (attach list, if necessary)	
Space requested: <input type="checkbox"/> classroom(s) <input type="checkbox"/> all-purpose room <input type="checkbox"/> gym <input type="checkbox"/> library/media center <input type="checkbox"/> grounds (specify) _____ <input type="checkbox"/> other (specify) _____			
Equipment requested from school:			
Probable number to utilize facility: Participants _____ Audience _____		Refreshments <input type="checkbox"/> will <input type="checkbox"/> will not be served.	
Admission <input type="checkbox"/> will <input type="checkbox"/> will not be charged.		Funds obtained will be used for the following purposes:	
Certificate of Insurance (please attach copy) Expiration date:		Insurance Waiver	

If this application is granted, the undersigned individually and the organization which s/he represents as agent, hereby agree to comply with the policies of the Boonton Township Board of Education, some of which are listed on the back of this application.

I have read the Rules and Regulations on Page 2 of this form and understand that I am/my organization is responsible for following them and upholding the Policies of the Boonton Township School District.

(If submitting this application electronically, please submit a hard copy with your signature immediately; your permit may be revoked if a signed application is not received prior to your event.)

Signature of Applicant

Approval Section (for office use only)

Date Rec'd:	Rec'd by:	Dates checked in school calendar. <input type="checkbox"/> Entered <input type="checkbox"/>	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	By: (signature)	Title:	Date:
Reason for denial:	Certificate of Ins. attached <input type="checkbox"/> yes <input type="checkbox"/> no	Insurance waiver attached <input type="checkbox"/> yes <input type="checkbox"/> no	
Facility charge (amount)	Payment rec'd (date)		
Facility Use letter sent to applicant (date)			

BOONTON TOWNSHIP BOARD OF EDUCATION

Rules and Regulations Governing the Use of School Facilities by Non-School Groups

1. School buildings, grounds, or equipment may be used only for those purposes set forth hereafter in the rules of the Board of Education. They shall not be used for any purpose contrary to the State Education Law, Title 18. The use of school facilities for political meetings or religious instruction is forbidden.
2. Application for the use of school buildings or grounds must be made in writing by a responsible citizen or by an officer of an organization recognized by the Board of Education. Applications should be sent to the Board of Education of the Boonton Township Public School, 11 Valley Road, Boonton Township, NJ 07005, at least 30 days prior to the expected date of use.
3. Under ordinary circumstances, proper written approval is required for the use of school facilities. In extreme emergencies, the school administrator may grant use of the school facilities for meetings only within the established rules and regulation of the Board of Education, and with immediate follow-up notice to the Board of Education.
4. When requesting meeting space for regular or rotating date meetings, all dates within the current school year must be recorded on one application (if more space is needed, please attach a list of dates).
5. The permit granting the use of the buildings or grounds will be sent to the person signing the application. The Board of Education reserves the right to review and revoke permits granted if circumstances warrant. Permits are non-transferable.
6. School facilities may be used by non-school organizations for meetings, athletics, and instructional purposes. Each group must have a leader or instructor in charge who is at least 21 years of age. Youth groups require adult supervision as reasonably established by the Superintendent.
7. All groups are expected to furnish their own supplies and materials. Special approval must be received for using school equipment.
8. **Groups using facilities are expected to vacate the building by 9:30 PM** unless a special extension has been approved. No building facilities shall be made available on Sundays or Legal Holidays.
9. All school activities shall hold priority in the use of facilities.
10. Charges shall be determined by the Board of Education upon application.
11. Payment of charges for the use of facilities must be made to the Board Secretary/Business Administrator's office promptly on receipt of bill. Under no circumstances is payment of any form to be made to district personnel on duty at the time of the function.
12. If, for any reason, it is not possible for a group to meet on the evening for which the building has been reserved, notice should be given to the school administration at least 48 hours in advance. If assigned facilities are not available, due to unforeseen circumstances, the school administration will notify the organization representative, with as much advance notice as possible.
13. The individuals who sign the application blank will be held responsible for any breakage or damage to equipment, buildings or grounds which they use. Damages must be paid within 30 days of receipt of a statement.
14. No flags other than the National or State Colors will be displayed at any time on the buildings or grounds nor within the buildings except with the written permission of the Board of Education.
15. All social, civic, organizational and recreational meetings and entertainment shall be non-discriminatory.
16. Use or possession of intoxicants of any kind is prohibited at all times in the buildings and on the school grounds. Smoking is prohibited in the buildings and on school grounds at all times. "Smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited.
17. The Custodian represents the Board of Education to see that rules and regulations are followed. All groups using school facilities are requested to cooperate with the custodian.
18. All groups or individuals shall leave the premises as clean as they were found. Failure to do so can result in the forfeiture of future facility use. Use of the facility must also allow for set up and clean up. Any facility use resulting in custodial overtime is subject to additional billing charges.
19. Dates are not confirmed until acknowledged by the school in writing.
20. School use privileges may be suspended at the sole discretion of the school at any time.