

Mount Olive Township School District

APPLICATION FOR USE OF SCHOOL FACILITIES

STEP ONE: Permission from the Building Principal

Priority is given to school activities and events first, then community school and recreation programs.

All organizations must meet with the building principal or his/her designee prior to using the facility and complete the appropriate forms. Chargeable groups will meet with the building principal or designee and complete the form below, which will be faxed to the Community School Office.

Name of Organization: _____

Mailing Address: _____

Contact Person: _____ Daytime Phone: _____

Cell Phone: _____ Evening Phone: _____

Fax: _____ E-Mail: _____

Nature of Activity: _____

Proposed Day and Date(s) of Use: (ex.: Saturday, Feb. 17, 2007) _____

Proposed Time of Use: FROM: _____ AM/PM TO: _____ AM/PM

Will event be open to public? Yes No Admission Charged? Yes No Estimated Attendance: _____

Facility Requested: MOHS MOMS CMS Mt. View Sandshore Tinc

Area(s) Requested for Use: (Check all that apply) Auditorium Classroom (Room #: _____, _____, _____)

Stage Cafeteria Gymnasium Lobby/Commons Fields (specify) _____

Kitchen Aux. Gymnasium Band/Music Other (specify): _____

School Equipment Requested: Chairs (#) _____ Tables (#) _____ Audio/Visual Risers

Sound System Lighting Podium Other (specify): _____

Sponsor/Representative Signature: _____ Date: _____

Building Principal Signature: _____ Date: _____

STEP TWO: Meet with the Director of School/Community Programs, Noreen M. Risko.

Contact #: (973) 691-4006 Ext.7635 Fax #: (973) 691-6106 E-mail: nrisko@mtoliveboe.org

The above named organization has completed all district forms, provided a certificate of insurance, has been given estimated fees and has submitted a \$200.00 non-refundable deposit. Please assign _____ event staff for this event. The organization directly pays the event staff on the day of the event.

Director of School/Community Programs Approval Signature: _____ Date: _____

STEP THREE: Director of Community School notifies building principal via fax that all paperwork is in order. EVENT is to be placed and approved on the on-line schedule program by building principal/designee. Building principal/designee appoints Event Staff.