

MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS
OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY
59 TINDALL ROAD, MIDDLETOWN, NJ 07748
(732) 671-3850 FAX (732) 615-9351
www.middletonk12.org

William J. Doering, CPA
Business Administrator/ Board Secretary

Maria J. Salus, QPA
Assistant Business Administrator/
Assistant Board Secretary

Important Information Regarding Use of School Facilities

By submitting a School Facilities Use Application, the applicant agrees to comply with Middletown Township Public School's Policy on Use of School Facilities (No. 7510) and all regulations Governing Use of School Facilities (No. R7510). Here is some information to assist you in complying with our policy and regulations:

- All non-school related applicants must provide a Certificate of Liability Insurance naming the Middletown Township Board of Education as an additional insured prior to the issuance of a permit.
- Facility use fees and estimated custodial overtime (minimum of 4 hours) may be required prior to the issuance of a Permit. Otherwise, fee and custodial overtime is payable immediately upon the organization's receipt of an invoice from the Business Office.
- Daily Facility Use Fees

All Purpose Room (Elementary Schools)	\$200
Auditorium (High Schools)- Productions	500
Auditorium (High Schools)- Rehearsals	200
Auditorium Sound & Lighting Systems (High Schools)	300
(Plus hourly curriculum rate for staff advisor)	
Cafeteria—No Kitchen Use (Middle & High Schools)	200
Classroom	75
Gymnasium (Middle & High Schools)	400
Bubble	400
High School Auxiliary Gymnasium	300
Library	100
Athletic Field (does not include track or stadium)	200
- Class of Users: Class I- School related (priority, no fees); Class II- Non-profit community organization (custodial overtime only -minimum of 4 hours); Class III- All others (facility use fee plus custodial overtime)
- The Superintendent and School Business Administrator or designee reserve the right to deny any permit application if deemed in the best interest of the district.

For further information please contact the Business Office at 732-671-3850 Extension 1178.