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.

- 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.
SCHOOL FACILITIES PERMIT APPLICATION

Application is to be filed at least **FOURTEEN CALENDAR DAYS** before the date of requested use.

By submitting this application, applicant agrees to comply with:

1. Policy on Use of School Facilities (No. 7510)
2. Regulations Governing Use of School Facilities (No. R 7510)
3. Current Fee Schedule

NOTE: Facility Use Fee and Estimated Custodial Overtime **may be required** prior to the issuance of the Permit. Otherwise, fee and custodial overtime is payable immediately upon the organization’s receipt of an invoice from the Business Office.

FACILITIES USE IS NOT AVAILABLE DURING THE SCHOOL DAY OR WHEN SCHOOL IS CLOSED

Name of Sponsoring Group ___________________ Name of Applicant ______________________

Group Address ____________________________ Applicant Address _______________________

Name of Chief Officer ______________________ Home Phone _____________________________

Business Phone ______ fax: ____________ email address: ______________________________

School Requested _________________________ Facility Requested _______________________

Date(s) Requested ____________________________________________________________________

Type of Organization ______ School Associated ______ Community ______ Religious ______ Other ______ Not-for-Profit ______ Profit Making

Time Requested ______________________________________________________________________

Activity Planned _____________________________________________________________________

Are you planning to sell food? _____ Note: A Middletown Dept of Health Temporary Food Handling Permit is required. Contact the Middletown Dept of Health for details.

Number of Attendees: __________________ Admission Price __________ Admission Proceeds to __________________________________________

Remarks: __________________________________________________________________________

FOR USE BY BOE ONLY:

CLASS I __________ CLASS II __________ CLASS III __________

Non-School related applicant (Class II or Class III user) agrees that it shall be solely liable for any claims for personal injury or property damage arising out of its use of school facilities. Applicant agrees that it shall hold harmless and indemnify the Board of Education against any such claims. In addition, a Certificate of Liability Insurance against property damage and personal injury, naming the Middletown Township Board of Education as an additional insured for purposes of the use of school facilities as set forth in this application, will be required prior to the issuance of a Permit.

SIGNATURE OF APPLICANT ______________________ DATE ________________

SIGNATURE OF PRINCIPAL _______________________ DATE ________________

DATE RECEIVED ______ BOARD SECRETARY (initialled) Approved __________ or Denied __________