

Island Heights School District

Application For Use of Building Or Facilities

To insure reservation of the required date for the building or facilities, it is required that this application be submitted fifteen (15) days in advance. Any changes after this application has been approved and returned to the organization shall require direct communication with, and approval by, the Chief School Administrator.

Organization: _____ Date of Request: _____

Address: _____

Contact Person: _____ Phone Number: _____

Facility Requested:	Large Instructional Room _____	Equipment Needed:
	Small Instructional Room _____	(Chairs, Tables, etc.)
	Field _____	_____
	Multi-Purpose Room _____	_____
	Classroom _____	_____

Will Admission Be Charged: Yes ____ No ____ Amount: _____

Number of Persons Expected in Building: _____

Description of Activity: _____

<u>Month</u>	<u>Date</u>	<u>Time</u>	<u>Month</u>	<u>Date</u>	<u>Time</u>
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Signature: _____ Telephone Number: _____

Address: _____

Approved By: _____ Disapproved By: _____

Date: _____

Custodial or Rental Fee-Per Meeting (To be paid 48 hours in advance of meeting)

APPLICATION FOR USE OF ISLAND HEIGHTS SCHOOL FACILITIES

Name of Organization _____

Person in Charge _____

Address _____

Phone Number _____

Facility Requested _____

Date Facilities Desired (List all Dates) _____

Hours Needed _____ Time of Meeting or Activity _____

Type of Activity Sponsored _____

List below any special equipment that is needed for your activity:

COPY OF CERTIFICATE OF INSURANCE ATTACHED YES () NO ()

Effective Dates of Insurance From: _____ To: _____

The person in charge for the organization whose signature appears below agrees for the organization to comply with Policy #7510 of the Island Heights Board of Education for the use of school facilities.

BOARD OF EDUCATION USE ONLY

APPROVAL: GRANTED () NOT GRANTED ()

Date of Board Meeting: _____

Cost to the Organization: _____

Superintendent

Date