

**MOUNTAINSIDE SCHOOL DISTRICT
2022-2023 APPLICATION FOR USE OF BUILDINGS AND GROUNDS**

Please complete this application, attach a copy of your Certificate of Insurance, and return both to the school's main office. Please feel free to print or type this application as you complete it. Please keep in mind all applications must be submitted at least 14 days before the facilities are needed. Approvals will be issued in accordance with the attached Mountainside Board of Education Policy 7510, Use of School Facilities, with approval notification to be sent via mail.

_____/_____/_____/_____
 Name of **Applicant** Name of **Organization** # of people Date Application Submitted

Circle one: Beechwood Deerfield _____
 School All Areas Requested (gym, kitchen, bathrooms, etc.)

 All equipment/furniture requested (projectors/chairs/tables/etc.)-attach a diagram for special arrangements

 Preferred entrance/exit doors Indicate set up & clean up times (start/end)

 Day(s) of Week for Use Month/Date/Year Actual event times (start/end)

Should this application be for a series of activities/events, please list all dates and hours for each:

What are the requested facilities to be used for (e.g. meeting, conference, game, training)? _____

Will there be a fee for admission or donations received? If so, how much per person? What will the fees or donations be used for? _____

The applicant's signature indicates that he/she agrees to adhere to the provisions detailed in the attached Mountainside Board of Education Policy 7510, Use of School Facilities. Specific to emergency school closings that prompt the cancelation of use of facilities, it is the responsibility of the applicant to contact impacted parties. Availability will be based on the district calendar.

 Applicant's Signature Address Phone # Email

 Additional Supervisor(s) Address Phone # Email

SIGNATURES FOR APPROVALS: (THIS SECTION IS FOR SCHOOL OFFICIALS ONLY)

 Sup. of Maint./Custodial Services – Sign & Date Building Administrator – Sign & Date

 School Secretary – Sign & Date Superintendent – Sign & Date