

**WEST LONG BRANCH PUBLIC SCHOOLS
WEST LONG BRANCH, NEW JERSEY
APPLICATION FOR USE OF SCHOOL BUILDING, GROUNDS
AND/OR SCHOOL FIELDS**

If this application is granted, the organization will assume responsibility for the preservation of order, safety, and security in said building, grounds, and/or field, and liability for any damage thereto, or loss of property that may occur, and for the due observance of all regulations of the Board of Education governing use of its buildings, grounds or fields.

The approved application form must be kept with the group at all times during the use of the building, grounds and field. It must be presented or shown, when requested, to school officials and/or the Police.

Use of custodial services outside of the custodial **normal** (exclusive of Saturdays, Sundays and school holidays) schedule will be billed by the Business Office, at 1.5 (x) times the hourly rate and employer share of social security. Schedule of hourly rates is available from the Business Office. Custodians are available under **normal** work schedules Monday through Friday until 10:30 p.m., with exceptions of school holidays. Payment of custodial services will be made payable to the West Long Branch Board of Education.

The use of or bringing on the school premises of alcoholic beverages is not permitted. Smoking or the use of any tobacco substance is also not permitted.

Any member of the West Long Branch Board of Education, or its representative shall, during the period covered by this application have full access to any part of the building, grounds and/or fields.

This application is intended for sole Use of School Facilities. Usage cannot be transferred to any other individual or organization.

Please complete the following:

Name of Organization _____ Date of Application _____

To The Board of Education:

The undersigned hereby makes application for use of the school building, grounds or field, as follows:

BUILDING _____ and/or AREA _____ TIME _____

DATE TO BE USED _____ HOW IT IS TO BE USED _____

This application is made for the purpose of _____

for which an admission charge of \$ ____ per person will be made. The funds are to be used for the following purpose _____

If Use of School Equipment is needed, please indicate: _____

Indicate set-up date/time needed for the event: _____

Please attach a copy of the advertisement, flyer, or event information and insurance policy.

Print Name (person making application) _____ Title _____

Signature _____ Address _____

Phone Number _____ Cell Phone # _____ Email Address _____

Contact Person (if different than person making application) _____ Cell Phone # _____

Name of Organization or Committee _____

For Office Use Only

Certificate of insurance secured in the amount of at least \$500,000.00 naming the West Long Branch Board of Education as an additional insured. Insurance attached: Yes On File (Please circle one)

This application is hereby approved: _____
(Superintendent of Schools)

Date of Board of Education Approval: _____

- Custodial Services _____ hours at _____ per hour for a total of _____

- Total Custodial charge _____ Date paid: _____