



## APPLICATION REQUESTING USE OF SCHOOL FACILITIES

Name of Organization \_\_\_\_\_

Sponsor \_\_\_\_\_

Type of Activity \_\_\_\_\_

Size of Group/Audience Participating \_\_\_\_\_

Name of Adult Responsible \_\_\_\_\_

Address \_\_\_\_\_

Day(s) and Date(s) Requested \_\_\_\_\_

Rental Start Time \_\_\_\_\_ Rental End Time \_\_\_\_\_

Will Admission Be Charged?      Yes                      No

Specify Building and Area Requested

Countryside School

Fleetwood School

Hillside School

Harrington Middle

Hartford School

Larchmont School

Parkview School

Springville School

Classroom

Library

Multipurpose Room/Gym Cafeteria

Kitchen

Playground

Fields

Other (specify) \_\_\_\_\_

The following equipment is needed: \_\_\_\_\_

It is required that all organizations/individuals using the school facilities, who anticipate a group or audience of 100 or more obtain a fire permit from the Mount Laurel Township Fire Marshal (234-0001). A copy of this permit must be filed with the Facilities Manager prior to the date of facility usage.

Note: The Board of Education's liability insurance policy does not extend to individuals and organizations using school facilities. For this reason, organizations must provide a copy of their Certificate of Insurance, proving valid liability coverage, along with this application.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

Address \_\_\_\_\_ Email: \_\_\_\_\_

Room(s) Assigned \_\_\_\_\_

This Request Approved by:

\_\_\_\_\_  
Facilities Manager/Date

\_\_\_\_\_  
Principal/Date

\_\_\_\_\_  
BOE Authorized Agent/Date

Following Board Approval, copies will be distributed to: Facilities Manager, Business Administrator, Principal and Applicant

**EMAIL COMPLETED FORM TO: [facilitiesuse@mtlaurelschools.org](mailto:facilitiesuse@mtlaurelschools.org)**