



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

Parkway 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