

ID # _____

**APPLICATION FOR FACILITIES USE
EDISON TOWNSHIP PUBLIC SCHOOLS**

FACILITY INFORMATION

Name of Facility _____

Day of Week _____

Time From _____ To _____

Date(s) _____

Equipment Needed _____

FACILITY (Circle)

Auditorium Multi-purpose Room

Cafeteria Classroom(s)

Gymnasium Kitchen

Cafetorium Library

Other _____

Will Admission be Charged? _____

Will a Participation Fee be Charged? _____

Is this a Fundraising Activity? _____

Will Food be Served? _____

ORGANIZATION INFORMATION

Name of Organization _____

Contact Person _____

Address _____ Zip Code _____

Telephone _() _____

Purpose of Activity _____

Number of Attendees _____

RENTAL FEES

Auditorium \$1000/4 Hrs.

Additional Hours \$200/Hr.

Cafeteria/Cafetorium \$600/4 Hrs.

Multi-purpose Room \$600/4 Hrs.

Gymnasium \$600/4 Hrs.

Additional Hours \$125/Hr.

Classroom \$30/Hr.

*Kitchen \$125/Hr.

Custodian (each) \$35/Hr.

Custodian (Saturday) \$55/Hr.

Custodian (Sunday/Holiday) \$70/Hr.

Athletic Fields \$100/Event

Parking Lot (use only) \$50/Hr.

*Plus expense of Food Service Company

The applicant does hereby agree to indemnify and hold harmless the Edison Township Board of Education, its officers, employees and agents, from and against all liability, claims and demands on account of injury, loss or damage, or any other loss of any kind whatsoever; which arise out of or are in any manner connected with this event. Applicant agrees to be legally and financially responsible for the conduct and control of both patron and participant, and to comply with all federal, state and local laws, and the Edison Township Board of Education policies relative to community use of District property.

The applicant acknowledges that he/she 1) has received, has read, understands, and agrees to abide by the Board of Education Building Use Policy (#1330) and Insurance Requirements 2) has been provided with the legal occupancy loads of areas requested for use and building occupancy load 3) understands that the Edison Township Police & Fire Departments will be notified one week prior to this event 4) understands that Occupancy Load Codes will be strictly enforced and that violations will result in immediate evacuation of the building and possible fines up to \$5,000 assessed against the responsible person or his/her organization 5) will not make any direct payment to any Board of Education employee for any reason.

(Applicants Signature)

Date _____

(Application must be signed, dated and filled in completely. Any omission or incorrect information will be cause for application to be denied. Please attach a self-addressed stamped envelop.)

(For Office Use Only)

Cost to Organization _____

Request Approved _____

Daniel P. Michaud, Business Administrator

Request Denied _____

Date _____

Legal Occupancy Load _____

Security Deposit _____

Admission Charged _____

Event Deposit _____

Food Served _____

Insurance Certificate _____

Copies Sent: Principal _____

Co-Curricular Liaison _____

Paul Jenney _____

Head Custodian _____

Contact Person _____

Security _____

Date _____ Athletic Director _____

Edison PD/FD _____

Food Service _____

Stadium Person _____

Edison DOH _____

Other _____

Custodial Use Only:

Arrival Time: _____

Custodial Signature _____

Date _____

Departure Time: _____

Applicants Signature _____

Date _____