

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

For official use only: ID # _____
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**FACILITY INFORMATION**

Name of Facility \_\_\_\_\_  
 Day/Date \_\_\_\_\_  
 Time \_\_\_\_\_ (including set-up/clean-up)  
 Equipment Needed \_\_\_\_\_  
 (Subject to availability)

**FACILITY (Circle)**    Auditorium    Multipurpose Room    Cafeteria    Classroom(s)  
                          Gymnasium    Kitchen           Cafetorium    Library  
                          Other \_\_\_\_\_

**ORGANIZATION INFORMATION**

Name of Organization \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_  
 Telephone #    (    ) \_\_\_\_\_ (    ) \_\_\_\_\_  
 Purpose of Activity \_\_\_\_\_  
 Number of Attendees \_\_\_\_\_ Will Food be Served? \_\_\_\_\_ Will Admission be Charged? \_\_\_\_\_  
 Will a Participation Fee be Charged? \_\_\_\_\_ Is this a Fundraising Activity? \_\_\_\_\_

Location	Fee	Additional Hours
Auditorium	\$1000.00	\$200.00/hr
Cafeteria/Cafetorium	600.00/4 hours	\$125.00/hr
Multipurpose Room	600.00/4 hours	\$125.00/hr
Gymnasium	600.00/4 hours	\$125.00/hr
Classroom	\$30.00/hour	
*Kitchen <i>(Plus expense of Food Service Company)</i>	\$125.00/hour	
Custodian - <b>Mandatory</b> <i>(Board of Education will determine the amount of custodians necessary)</i>	\$35.00/each (Mon-Fri) \$55.00/each (Saturday) \$70.00/each (Sunday)	
Security Guard - <b>Mandatory</b> <i>(Board of Education will determine the number of Security Guards necessary)</i>	\$50.00/each	
Athletic Field	\$100.00/event	
Parking Lot	\$50.00/hour	

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 deferral, state and local laws, and the Edison Township Board of Education policies relative to community use of District property.

The application acknowledges that he/she 1) has received, has read, understands, and agrees to abide by the Board of Education Use Policy (#7510) 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 and Fire Department 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.

\_\_\_\_\_ Date \_\_\_\_\_  
*(Applicants Signature)*

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_  
 Cost to Organization \_\_\_\_\_ Date \_\_\_\_\_

**Bernard F. Bragen, Jr., Ed.D.  
Superintendent of Schools**