MAHWAH TOWNSHIP PUBLIC SCHOOLS

APPLICATION FOR USE OF SCHOOL BUILDINGS AND/OR EQUIPMENT

DATE OF REQUEST_____

FOR USE OF ROOM(S) _____**SCHOOL**_____

USE BY (ORGANIZATION)_____ **APPROX. # OF PERSONS**_____ **TYPE OF EVENT:**_____

SETUP REQUIRED_____

EQUIPMENT REQUIRED_____

TIMES TO BE USED (Attach add'l pages If needed)	**LIST DATES**	**FROM (HOUR)**	**TO (HOUR)**
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

PERSON RESPONSIBLE (FOR CONDUCT, BILLS)_____

ADDRESS_____

TELEPHONE_____**E-MAIL ADDRESS**_____

PERSON MAKING REQUEST_____

ADDRESS_____

TELEPHONE_____**E-MAIL ADDRESS**_____

Schedule #_____ **(TO BE FILLED OUT BY CENTRAL OFFICE PERSONNEL)**

_____**APPROVED**_____**DISAPPROVED BY**_____**DATE:** _____

TYPE OF GROUP NAMED ABOVE_____**CHARGES: RENTAL**_____

OTHER FEE_____

NOTE:

1. **When inclement weather forces closure of the schools, all building use will be cancelled for that day. An alternate date may be provided or all fees paid will be refunded.**
2. **Persons wishing to use kitchen facilities or have any cooking done onsite must contact a representative of Pomptonian Food Services at 201-762-2338 to arrange for supervision, at cost to the requester.**
3. **Rental/Custodial fee must be paid before event.**
4. **The use of smoke machines is strictly prohibited at all locations.**
5. **Mahwah High School Facility Only:**
   - **Absolutely no tape, adhesives, glue, or paint can be used on the stage floor without prior approval of the head custodian.**
   - **You must contact the AV Supervisor at least two weeks before the event or the first rehearsal, whichever comes first. An MHS AV Technician must provide and/or supervise the sound and lighting for the event. DO NOT PAY A/V DIRECTLY, we will bill you separately after the event.**

Rev. 8/06/09