

**BUILDING USE REQUEST FORM
SPRINGFIELD SCHOOL DISTRICT
P.O. BOX 210
SPRINGFIELD, N.J. 07081**

Please press hard
You are making 3 copies

DEPT. OF HEALTH CLEARANCE _____

BUILDING USE # _____

FR _____ INS _____

Organization/Person Responsible _____ Phone # _____

Address _____ City _____ State _____ Zip _____

School Requested _____ Number of Participants _____ Room(s) Requested _____

Purpose _____ Will admission/registration be charged to participants/spectators? _____

Will goods be sold? _____ Profits devoted to _____ Indicate additional needs or equipment desired (piano, stage, use of kitchen facilities, tables, chairs, grills, sound and lighting technicians, etc.)

DATES REQUESTED – USE A SEPARATE SHEET FOR EACH MONTH

Month	Day of Week	Date	Time	Month	Day of Week	Date	Time

***** CONDITIONS: READ CAREFULLY *****

A 10% security deposit will be applied to all rental fees and returned if applicable.
 An Insurance Binder naming Springfield School District as "Additional Insured" is to be on file at the Board Office before confirmation is made. Also include a copy of Non-profit STATUS TITLE 15A:9-4.
 The School District shall not be held liable for injuries to persons from use of school buildings or grounds. The user shall hold the Board harmless against any liability or loss arising out of the use of school property by such organization.
 It is understood that the facilities will be left in the condition in which they were found or future use of the facilities may be withdrawn and/or your security deposit will be forfeited.
 If inclement weather necessitates the closing of school or early closings on certain days, after school and evening use of the building will also be canceled. Check www.springfieldschools.com.

If Air Conditioning is not functional you will not be charged for the Air Conditioning.
 Sound and Lighting Technicians are an additional charge not included in the estimated cost.

NO SELLING OR CONSUMPTION OF FOOD/BEVERAGES ARE ALLOWED IN THE AUDITORIUM,

GYM, BANDROOM OR MEDIA CENTER!

NO SMOKING AND NO ALCOHOLIC BEVERAGES IN THE BUILDINGS OR ON SCHOOL GROUNDS!

NO PETS ALLOWED IN THE BUILDING OR ON SCHOOL GROUNDS!

NO SPECTATORS ALLOWED ON THE TURF FIELDS!

Signature _____

Date _____

FOR SCHOOL USE ONLY

APPROVED BY _____

ESTIMATED COST * _____

* See attached for breakdown of charges