

**KINGSWAY REGIONAL SCHOOL DISTRICT**  
213 Kings Highway  
Woolwich Township, NJ 08085

**APPLICATION FOR USE OF FACILITIES**

**(All applications for use of facilities must be submitted at least four (4) weeks in advance but no more than eight (8) weeks prior to the event)**

1. NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

2. NAME OF PERSON ASSUMING RESPONSIBILITY FOR USE OF DISTRICT FACILITIES:

NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

3. SPECIFIC PURPOSE FOR WHICH FACILITIES ARE REQUESTED: **(Must be filled out)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. RENTAL DATES AND EXACT HOURS OF USE: **IF YOU ARE REQUESTING TO USE THE FACILITIES FOR AN EXTENDED PERIOD OF TIME, A DETAILED SCHEDULE IS REQUIRED TO BE SUBMITTED WITH THE APPLICATION. THIS SCHEDULE IS TO INCLUDE THE DATE(S) AND TIME(S) THAT ARE BEING REQUESTED.**

DATE(S) FROM: \_\_\_\_\_ TO \_\_\_\_\_  
TIME FROM \_\_\_\_\_ TO \_\_\_\_\_ OPENING TIME OF BUILDING \_\_\_\_\_

DATE(S) FROM: \_\_\_\_\_ TO \_\_\_\_\_  
TIME FROM \_\_\_\_\_ TO \_\_\_\_\_ OPENING TIME OF BUILDING \_\_\_\_\_

DATE(S) FROM: \_\_\_\_\_ TO \_\_\_\_\_  
TIME FROM \_\_\_\_\_ TO \_\_\_\_\_ OPENING TIME OF BUILDING \_\_\_\_\_

DATE(S) FROM: \_\_\_\_\_ TO \_\_\_\_\_  
TIME FROM \_\_\_\_\_ TO \_\_\_\_\_ OPENING TIME OF BUILDING \_\_\_\_\_

5. IS ADMISSION TO BE FREE?

YES \_\_\_\_\_ NO \_\_\_\_\_

6. ANTICIPATED NUMBER OF  
ATTENDEES \_\_\_\_\_

## **HIGH SCHOOL**

### **FACILITY & EQUIPMENT REQUESTED**

#### **THE EITEL THEATER (Note 1 & 2 Page 3)**

Needed:

- ☐ Public Address System
- ☐ Stage Lighting
- ☐ Stage Curtains
- ☐ Lectern
- ☐ Projector/Screen

Other Requests:

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#### **CAFETERIA**

Needed:

- ☐ Tables - # needed
- ☐ Chairs - # needed
- ☐ Sound System
- ☐ Lectern

#### **KITCHEN (Note 3 Page 3)**

(See Use of Kitchen Facilities  
Checklist - Page 3)

☐ **CLASSROOM(S)** - # needed

#### **GYMNASIUMS (Note 4 Page 3)**

- ☐ South Gym
- ☐ North Gym
- ☐ Auxiliary

Needed:

- ☐ Bleachers
- ☐ Public Address
- ☐ Score Clock
- ☐ Score Board

Other Requests:

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#### **ATHLETIC FIELDS**

☐ Stadium Complex

Other Fields (Please list which)

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**MEDIA CENTER** ☐ North ☐ South

**Principal Use Only – Classroom #'s Assigned**

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## **MIDDLE SCHOOL**

### **FACILITIES & EQUIPMENT REQUESTED**

#### **CAFETORIUM (Note 1 & 2 Page 3)**

- ☐ Stage and Curtains
- ☐ Stage Lighting
- ☐ Sound System
- ☐ Lectern
- ☐ Projector/Screen

Other Requests:

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#### **KITCHEN (Note 3 Page)**

(See Use of Kitchen Facilities  
Checklist – Page 3)

☐ **MEDIA CENTER**

☐ **CLASSROOM(S)** - # needed

**GYMNASIUM** ☐ West ☐ East

- ☐ Bleachers
- ☐ Sound System
- ☐ Score Board
- ☐ Other Requests:

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#### **ATHLETIC FIELDS**

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**Principal Use Only – Classroom #'s Assigned**

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**Note 1:** If any Technology Service is being requested for use, the Board of Education will provide a person to operate this equipment (at the users expense).

**Note 2:** If the Public Address System and/or the Stage Lighting is being requested for use, the Board of Education will provide a person to operate this equipment (at the users expense).

**Note 3:** If the use of a kitchen is requested, the services of a district food service employee will be required (at the user's expense).

**Note 4:** If the athletic trainers are available to work an event, the cost per hour will be passed to the applicant. Request for the use of the athletic trainer is **due with the application** under other requests.

### **USE OF HIGH SCHOOL FACILITY FEES**

Eitel Theater	\$550.00	Kitchen	\$340.00	<b>Utility Costs:</b>
Stage Lighting & Sound Equip.	\$150.00	Kitchen Equipment	\$100.00	
North Gym	\$425.00	Cafeteria West	\$425.00	Eitel Theater \$5.00 per hr.
South Gym	\$550.00	Cafeteria East (New)	\$375.00	North Gym \$6.00 per hr.
Auxiliary Gym	\$380.00	Cafeteria Sound System	\$ 75.00	South Gym \$8.00 per hr.
Gymnasium Scoreboard & Clock	\$ 50.00	Classroom (Large Group Instr)	\$215.00	Auxiliary Gym \$3.00 per hr.
Media Center North or South	\$250.00	Classroom (Seminar Room)	\$300.00	Weight Room \$5.00 per hr.
Athletic Fields	\$100.00	Seminar Room Technology Fee	\$150.00	
Stadium Complex	\$1,000.00	Weight Room	\$350.00	
Turf Field	\$500.00			

### **USE OF MIDDLE SCHOOL FACILITY FEES**

Cafetorium	\$550.00	Kitchen	\$340.00	<b>Utility Costs:</b>
Stage Lighting & Sound Equipment	\$150.00	Kitchen Equipment (see NOTE)	\$100.00	Cafetorium \$7.00 per hr.
Gymnasium East	\$550.00	Classrooms	\$215.00	Gym East \$7.00 per hr.
Gymnasium West (New)	\$550.00	Athletic Fields	\$100.00	Gym West (New) \$8.00 per hr.
		Scoreboard and Clocks	\$ 50.00	

**Please note – Rental fees are charged on a daily basis, not a per event basis.**

The utility costs will be charged to Organizations benefiting the students of the school/community or school district as defined in Board Policy 7510.

Kingsway employees who run camps and charge the participants, will be charged \$150.00 weekly, or any portion thereof, and must provide the insurance certificate as required in Board Policy 7510.

A minimum of twenty-four notice is required for all facility use cancellations. Fees will apply to any cancellations

### **USE OF KITCHEN FACILITIES**

General use of school buildings and facilities shall not include the use of a kitchen unless specifically requested at the time of application

An organization using the kitchen facilities shall provide sufficient help to take care of the actual labor. The Board of Education will provide a person to advise and assist in the use of equipment. (at the users expense)

**The use of any district kitchen facility requires the services of school food service employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.**

**KINGSWAY REGIONAL SCHOOL DISTRICT  
SIGNATURE PAGE**

As a representative of the applicant, the undersigned agrees to the use of district facilities and equipment as stated on this form, in accordance with the policies and rental rates of the Board of Education. The representative also acknowledges receiving the Use of School Facility Policy and Regulation #7510 and Concussion Testing and Return to Play Policy and Regulation #2431.4.

**NOTE:** The Board assumes no responsibility for any personal injury, loss of personal property, or damage to property of others. All organizations must protect themselves by proper insurance. A Certificate of Insurance must be submitted along with this application.

As required by New Jersey Administrative Code 5:18-2.7(a), a copy of the fire permit is to be returned to the office of the School Business Administrator two (2) working days prior to the date(s) requested.

If the organization is a sports team organization your signature below indicates that you are in compliance with the school district's Policy and Regulation 2341.4 – Prevention and Treatment of Sports Related Concussions and Head Injury.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_  
Certificate of Insurance is enclosed. The application will not be processed without a valid Certificate of Insurance. (Sample Attached) The COI must list the "Kingsway Regional School District" as an additional insured.

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**FOR OFFICE USE ONLY**

☐ Approval ☐ Disapproval  
by **High School Principal**

☐ Approval ☐ Disapproval  
by **Middle School Principal**

☐ Approval ☐ Disapproval  
by **Athletic Director**

Date: \_\_\_\_\_ Initial \_\_\_\_\_

Date: \_\_\_\_\_ Initial \_\_\_\_\_

Date: \_\_\_\_\_ Initial \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Superintendent**

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Waive Fees: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Date: \_\_\_\_\_

**School Business Administrator**

Approval \_\_\_\_\_ Date: \_\_\_\_\_

Class: \_\_\_\_\_ I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_

Fee: Facility \_\_\_\_\_ Custodial \_\_\_\_\_ Tech \_\_\_\_\_ Utility \_\_\_\_\_

Auditorium Equipment \_\_\_\_\_ Kitchen \_\_\_\_\_

Cafeteria Sound System \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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(Rev. 9/1/21)