

**Quinton Township School District**  
**8 Robinson Street, PO Box 365**  
**Quinton, NJ 08072**  
**Phone (856) 935-2379 Fax (856) 935-1978**

**Gwen Herman**  
Principal  
gherman@quintonschool.info

**Stewart G. Potter Jr.**  
Superintendent  
spotter@quintonschool.info

**Karen Klaus**  
Business Administrator  
kklaus@quintonschool.info

**APPLICATION FOR USE OF SCHOOL FACILITIES**

*Note: **Application must be submitted 45 days prior to the requested date and all forms must be filled out.** The Board reserves the right to deny any request that does not adhere to these requirements.*

Please check appropriate box:

- Quinton Township School Event (Assemblies, Graduation, Concerts etc.)  
 Quinton Community Event (Home & School, QTYL, Wildcat Theatre, etc.)

The undersigned hereby makes application for the use of the following facilities of the Quinton Township Board of Education:

Name of Organization: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Event date(s): \_\_\_\_\_ Event hours: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Area requested for event: \_\_\_\_\_

Equipment needed (tables, chairs, etc.): \_\_\_\_\_

Time arriving for set-up: \_\_\_\_\_

Will the following be needed:

Refrigerator space? Y or N

Freezer space? Y or N

Oven? Y or N

Note: Cafeteria staff must be present if kitchen will be used. Charges may apply. Kitchen must be cleaned after use.

Please list any paper products or food that will need to be purchased by the Quinton

School Cafeteria: \_\_\_\_\_

Questions should be directed to Elizabeth Sipps, Cafeteria Worker at 935-2379 ext. 212  
or by email esipps@quintonschool.info

- Applicant agrees to pay any charges related to the event including (but not limited to):

Rental Charge: \_\_\_\_\_

Custodial Services: \_\_\_\_\_

Damages: \_\_\_\_\_

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- Applicant states the Policy 1330 concerning use of public school facilities has been read and agrees that, if this application is approved, the building and/or grounds will be used subject to each and every rule and regulation contained therein, and that the applicant will be held responsible.
- Any organization/person or persons that have been granted the use of school facilities will have to obtain a Fire Permit when the Fire Subcode Official for Quinton Township requires such. Check if a fire permit is required: \_\_\_\_\_.
- Any organization/person or persons that have been granted the use of school facilities agrees to the following:
  - The Quinton Township Board of Education will not be held responsible for any accidents, damages to any person(s), equipment, or facilities incurred while using the school facilities.
  - Any organization will be responsible for cleaning up any area used after their event. This includes but is not limited to bleachers, bathrooms or school grounds.
  - When the facility is being used by an organization that is inviting the public to an event, the organization shall employ or use a volunteer to provide security for the building.

Certificate of Insurance Policy # \_\_\_\_\_  
(Insurance certificate **MUST** be attached if requesting usage for athletic-related activities.)

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

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**School Use Only:**

Superintendent Approval: Y or N

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

Board Approval: Y or N

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

Notified: \_\_\_ Applicant \_\_\_ Cafeteria \_\_\_ Main Office \_\_\_ Maintenance

Insurance Checked: \_\_\_ Yes \_\_\_ No