



Manville School District

Keith Gardner • Director of Building & Grounds • 908.231.8544
1100 Brooks Blvd, Manville, NJ 08835 • www.manvilleschools.org

MANVILLE SCHOOL DISTRICT BUILDING USE APPLICATION (INTERNAL USE ONLY)

This form is to be completed by any internal school club, sport, activity, etc. that desires to utilize any facility area (room, gym, auditorium, field, etc.) within the Manville School District.

INSTRUCTIONS: FILL OUT THE FORM COMPLETELY AND SUBMIT TO THE APPROPRIATE BUILDING PRINCIPAL FOR APPROVAL. IN ORDER FOR TIMELY PROCESSING, THE BUILDING & GROUNDS DEPARTMENT MUST RECEIVE THE APPROVED APPLICATION ONE MONTH IN ADVANCE OF THE DATE REQUESTED. COUNTY PERMITS REQUIRE 10 DAYS NOTICE. SEE PRINCIPAL IF YOU NEED A COUNTY PERMIT.

Organization: _____

Type of Activity: _____

Requested Facility (room, gym, field, etc.):

Check: ☐ MON ☐ TUES ☐ WED ☐ THURS ☐ FRI ☐ SAT ☐ SUN

Time Event Begins: _____

Date of Use: _____

Time of use: From: _____ To: _____ (including prep time)

List Multiple Dates & Times: _____

Name of Staff In Charge: _____

Contact number: _____

Faculty Chaperone(s): _____

Every Child, Every Day



Manville School District

Keith Gardner • Director of Building & Grounds • 908.231.8544
1100 Brooks Blvd, Manville, NJ 08835 • www.manvilleschools.org

of Students: _____ # of Non-Staff: _____

Specify doors to be opened: _____

Time Doors to be opened: _____

Equipment needed:

- Table(s): _____
- AV Equipment: _____
- Chair(s): _____
- Garbage Receptacles: _____
- Other: _____

Special Request(s): _____

PERMITS NEEDED (both require 10 days notice):

Health Department: Will temporary food be served (other than cake/cookies/punch)?

☐ Yes ☐ No

If Yes, please list foods: _____

Fire Marshal: Will this be a high-capacity event, or will it include outdoor grills?

☐ Yes ☐ No

FORWARD TO THE BUILDING PRINCIPAL / VICE PRINCIPAL



Manville School District

Keith Gardner • Director of Building & Grounds • 908.231.8544
1100 Brooks Blvd, Manville, NJ 08835 • www.manvilleschools.org

FOR BUILDING PRINCIPAL / VICE PRINCIPAL USE ONLY:

Submitted by: _____

Date Submitted: _____

Vice Principal's Approval: _____

Date Approved: _____

Principal's Approval: _____

Date Approved: _____

FORWARD TO THE BUILDING SECRETARY

FOR BUILDING SECRETARY USE ONLY:

Building Secretary: _____

Date Entered into Master Calendar: _____

FORWARD FINAL (COLOR) COPY TO BUILDING & GROUNDS DEPARTMENT