Quinton Township School District

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

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 (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: _____

Mindy Bacon
Assistant Principal
mbacon@quintonschool.info

Gwen Herman
Chief School Administrator
gherman@quintonschool.info

Karen Klaus
Business Administrator
kklaus@quintonschool.info

Quinton Township School District

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

- 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: _____

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

Mindy Bacon
Assistant Principal
mbacon@quintonschool.info

Gwen Herman
Chief School Administrator
gherman@quintonschool.info

Karen Klaus
Business Administrator
kklaus@quintonschool.info