

**RAHWAY BOARD OF EDUCATION
P.O. BOX 1024, RAHWAY, NEW JERSEY 07065
APPLICATION FOR USE OF BUILDINGS AND GROUNDS**

All applications shall be submitted a minimum of 30 days in advance, to the Building Principal first and they will forward it to the Board Secretary.

Date:			
Application of			
	(Name and Address of Organization)		(Name of Person Filing)
	(Address of Person Filing)		(Telephone Number of Person Filing)
Onsite Supervisor			Onsite Security *
1. CIRCLE the facility being requested:			
High School	Franklin School	Roosevelt School	
Middle School	Cleveland School	Madison School	Veteran's Memorial Field
CHECK ONE (OR BOTH IF NEEDED):	<input type="checkbox"/> Building	<input type="checkbox"/> Grounds	
2. List date or dates desired:			
3. List hours desired:		Time of Event:	
4. If use of building is being requested, list room or rooms desired:			
5. Use of Kitchen facilities: ** <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. If grounds are requested, please specify:			
7. List type of beverage or food to be sold (if none, so state):			
8. What is this event:			
9. An admission charge of \$ _____ will be made per person.			
10. Funds obtained are to be used for the following purpose:			

- For use of equipment, attach a written request. If lighting and/or sound equipment is requested, fees will be charged at the contractual rate for authorized district personnel to operate the equipment. The user of school equipment must accept liability for any damage or loss of the equipment which is in use.
- If a raffle will be conducted, a copy of the RAFFLE PERMIT must be attached to this application.
- Smoking and the use of alcoholic beverages are prohibited at all times ON ALL SCHOOL PROPERTY.
- Illegal gambling is prohibited.
- Applicant must provide a current certificate of organizational liability insurance reflecting a minimum of \$1,000,000 in liability coverage, and naming the Board of Education as additional insured.
- All facility use shall comply with state and local fire, health, safety and police regulations.
- **As per City of Rahway Ordinance # O-4-13, Criminal History background checks are required for all organizations and persons that serve and work with minors and utilize municipal facilities or property. All background checks must be processed through the City of Rahway, Department of Recreation, 3 City Hall Plaza, Rahway, NJ 07065, 732-669-3600**

* Use of Outside Security may be required depending upon the event
 ** Additional fees will be charged for use of kitchen facilities/equipment.

IF THERE IS AN EMERGENCY SCHOOL CLOSING, ALL EVENTS WILL BE CANCELED

Signed _____
 Applicant

Approved by _____
 Building Principal

EMERGENCY NAME & PHONE IN THE EVENT OF SCHOOL CLOSING _____

Business Administrator _____

YOU MUST BRING THIS FORM WITH YOU TO GAIN ENTRY TO THE BUILDING