

**KG-Form (Formerly R2-42 F)
USE OF ESSEX COUNTY PUBLIC SCHOOLS FACILITIES**

Name of organization _____

Name of person making application _____

Address of applicant _____

Telephone number of applicant _____

Location & Area Requested (Please check)

<u>T.E.S.</u>	<u>E.I.S.</u>	<u>E.H.S.</u>	<u>School Board Office</u>
____ Gym (\$25/hr.)	____ Gym (\$35/hr.)	____ Gym (\$40/hr.)	____ Board Room (\$25/hr.)
____ Cafeteria (\$25/hr.)	____ Cafeteria (\$25/hr.)	____ Cafeteria/Commons (\$25/hr.)	____ Conference Room (\$25/hr.)
____ Kitchen (\$50/hr.) * * Food Service Required (\$30/hr.)	____ Kitchen (\$50/hr.) * Food Service Required (\$30/hr.)	____ Kitchen (\$50/hr.) * Food Service Required (\$30/hr.)	* Food Service Required (\$30/hr.)
____ Classroom (\$10/hr.)	____ Classroom (\$10/hr.)	____ Classroom (\$10/hr.)	
	____ Fields (specify) _____	____ Auditorium (\$60/hr.) * * Audio Visual Required (\$30/hr.)	
		____ Fields (specify) _____	
NOTE: Custodial services are required for all facility use to include 1/2 hour prior to and 1/2 hour following the hours required for use. (\$30.00/hr.) Payment for these services are paid to ECPS.	NOTE: Custodial services are required for all facility use to include 1/2 hour prior to and 1/2 hour following the hours required for use. (\$30.00/hr.) Payment for these services are paid to ECPS.	NOTE: Custodial services are required for all facility use to include 1/2 hour prior to and 1/2 hour following the hours required for use. (\$30.00/hr.) Payment for these services are paid to ECPS.	NOTE: Custodial services are required for all facility use to include 1/2 hour prior to and 1/2 hour following the hours required for use. (\$30.00/hr.) Payment for these services are paid to ECPS.

Date of use _____

Event Time From _____ To _____ Set Up and Break Down Time From _____ To _____

Purpose for which facility will be used (be explicit) _____

Is this a fund raising activity? ____ Yes ____ No

Will you ask donations during the activity? ____ Yes ____ No

What organization will benefit from funds raised, if any? _____

Will any individual(s) benefit from funds raised through use of this facility? ____ Yes ____ No

Will you secure liability insurance to cover this activity? ____ Yes ____ No **(A copy of the certificate must be attached to the original request for use of facilities.)**

USE OF ESSEX COUNTY PUBLIC SCHOOLS FACILITIES - Continued

List any special arrangements or equipment needed (**Additional fees may apply**) _____

In addition to existing furnishings, up to 5 folding tables and 50 chairs are available. Please indicate here, if needed.

THE USE OF DRUGS, ALCOHOL AND SMOKING IS STRICTLY PROHIBITED ON THE PROPERTY OF ESSEX COUNTY PUBLIC SCHOOLS.

Please read the attached Essex County School Board regulations governing use of facilities. After reading the attached regulations, this form is to be signed by the person designated by the organization as the person responsible to the School Board for use of the facility.

I have read the Essex County School Board regulation governing the use of public school facilities. I will abide by these rules and regulations. All payments are made to Essex County Public Schools.

_____ Date _____ Signature of Applicant

OFFICE USE ONLY

_____ Date Received by School Board Office _____ Recommend Approval ____ Yes ____ No

_____ Date _____ Recommend Approval ____ Yes ____ No _____ Signature of Building Principal

_____ Date _____ Recommend Approval ____ Yes ____ No _____ Signature of Director of Facilities

_____ Date _____ Recommend Approval ____ Yes ____ No _____ Signature of Superintendent or Designee

Auditorium	\$ _____
Cafeteria/Commons	\$ _____
Audio Visual	\$ _____
Classroom	\$ _____
Gym	\$ _____
Kitchen	\$ _____
Conference Room	\$ _____
Board Room	\$ _____
Kitchen Staff Fees	\$ _____
Custodial Service Fees	\$ _____
TOTAL COST	\$ _____

Full Payment for facility use is required to be made to ECPS at least one week prior to the event. If the event is cancelled, payment will be returned to the reserving organization. Failure to make advance payment will result in automatic cancellation of the event.