

# WEST MORRIS REGIONAL HIGH SCHOOL DISTRICT

CENTRAL HIGH SCHOOL  
Chester, New Jersey

Chester, New Jersey

MENDHAM HIGH SCHOOL  
Mendham, New Jersey

## Application For The Use of School Facilities

1. Date of Submission: \_\_\_\_\_
2. Name of Organization: \_\_\_\_\_
3. Name of Sponsor: \_\_\_\_\_
4. Facility Requested: \_\_\_\_\_  
(School)  
Cafeteria \_\_\_\_\_ Gymnasium \_\_\_\_\_  
Cafeteria w/kitchen \_\_\_\_\_ Auditorium \_\_\_\_\_  
Cafeteria w/o kitchen \_\_\_\_\_ Classrooms (number) \_\_\_\_\_  
Gymnasium \_\_\_\_\_ Athletic Fields (Type) \_\_\_\_\_  
Special \_\_\_\_\_
5. Purpose for Which Facilities Are Requested: \_\_\_\_\_
6. Date(s) of Use: (Include all rehearsals, if any)  
Date: \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Purpose: \_\_\_\_\_  
Date: \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Purpose: \_\_\_\_\_  
Date: \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Purpose: \_\_\_\_\_  
Date: \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Purpose: \_\_\_\_\_  
Date: \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Purpose: \_\_\_\_\_
7. School Equipment Requested:  
Folding Chairs (number) \_\_\_\_\_ Projector \_\_\_\_\_  
Piano \_\_\_\_\_ Risers \_\_\_\_\_  
Speakers Stand \_\_\_\_\_ Other \_\_\_\_\_
8. Admission to be Charged \_\_\_\_\_ Disposition of Proceeds.
9. Estimated Number of People Anticipated \_\_\_\_\_
10. Proof of Liability Insurance Filed with Board of Education \_\_\_\_\_
11. Attached you will find a copy of Board Policy 1330, for your information and file.

I agree, in behalf of above indicated organization, that we will assume full responsibility for all school fees and full financial responsibility for any and all damage done to school property during the above indicated period of use.

Signed \_\_\_\_\_  
(Sponsor)

for \_\_\_\_\_  
(Organization)

Address \_\_\_\_\_ Phone \_\_\_\_\_

All organizations and/or individuals who file and receive approval for use of school buildings and/or grounds of West Morris Regional High School District must furnish an acceptable certificate of insurance, which indicates liability coverage. The amount of liability coverage shall not be less than \$100,000 each person bodily injury, \$300,000 each occurrence bodily injury and \$25,000 property damage. Said insurance shall name the Board of Education as an "additional insured" by endorsement or otherwise.

### INSURANCE COVERAGE FORM (PLEASE COMPLETE THIS AND RETURN)

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Name of Insurance Company)

\_\_\_\_\_  
(limits of liability coverage)

#### ATTACH A COPY OF CERTIFICATE OF INSURANCE FOR OFFICE USE ONLY

Date checked and recorded \_\_\_\_\_ Rental Charge \_\_\_\_\_

Service Charge \_\_\_\_\_ No Charge \_\_\_\_\_ Insurance \_\_\_\_\_

Approved by Principal \_\_\_\_\_ Notify Business Administrator \_\_\_\_\_