

Paulsboro Public Schools
Administration Building
662 North Delaware Street
Paulsboro, New Jersey 08066

APPLICATION FOR USE OF SCHOOL FACILITIES

Organization _____	Today's Date: _____
Person in Charge: _____	Telephone Number: _____
Address: _____	
Type of Activity: _____	

CONDITIONS FOR USE OF SCHOOL FACILITIES

Use of school facilities requires approval of the Board of Education. Applications must be submitted to the Superintendent of Schools no later than the 30th day of the month in order to be included on the agenda of the next meeting of the Board. By illustration, an application submitted on or before January 30th will be included on the agenda of the meeting conducted on the third Thursday of February.

Organizations requesting the use of school facilities must submit a certificate of liability insurance in an amount of at least \$1,000,000. Applications will not be presented to the Board of Education without the certificate of insurance.

The Board of Education will determine if special police officers are needed to supervise the requested activity. It will be the organization's responsibility to employ and pay the special officers.

The Organization must employ and pay a Board approved operator in order to use projectors, audio-visual equipment, scoreboards and sound systems.

Lights are available for night games played on the softball fields between 7:30 p.m. and 10:30 p.m. Monday through Friday only. There will be a \$25 per evening charge for the use of the lighted fields. Check must be included with this application.

Organizations wishing to use the Paulsboro High School kitchen must employ a cafeteria worker to supervise the activity.

Organizations using athletic fields must provide their own equipment such as pitcher's rubber and bases.

The buildings and athletic field are "no smoking" areas. Smoking is permitted outside the buildings and in parking lots only.

No gambling, alcoholic beverages or controlled dangerous substances (drugs) are permitted on school property.

Organizations using school facilities are expected to maintain the highest standards of behavior, appropriate language, and sportsmanship.

Upon the completion of an activity, the organization is expected to be certain that all trash and litter is placed in the appropriate containers.

Organizations must inform all participants of the above conditions.

Failure to comply with the above conditions will cause the organization to forfeit the privilege of using school facilities.

As the person in charge of the activity, I have read the above conditions for use of school facilities and agree to abide by same.

Signature of Person in Charge _____

Date _____

Complete the reverse side of this form.

Attach certificate of insurance.

Attach check made payable to the Paulsboro Public Schools if lighted softball fields are requested.

Submit this form to the principal of the school or facility being requested.

PLEASE REMEMBER TO COMPLETE THE REVERSE SIDE OF THIS FORM

Facility Requested (please circle)	Athletic Complex	Fairfax High School	Loudenslager School	Billingsport School
FACILITY REQUESTED	TIME	DATE(S) REQUESTED	DAY(S)	
Auditorium (High School Only) <input type="checkbox"/> Piano <input type="checkbox"/> Sound System <input type="checkbox"/> Projector				
All Purpose Room (Elementary Schools Only) <input type="checkbox"/> Piano <input type="checkbox"/> Sound System <input type="checkbox"/> Projector				
Cafeteria (High School Only) <input type="checkbox"/> Piano <input type="checkbox"/> Sound System <input type="checkbox"/> Projector				
Kitchen (High School Only)				
Gymnasium (High School Only) <input type="checkbox"/> Scoreboard <input type="checkbox"/> Sound system				
Library				
Classroom(s) List room numbers: _____				
Wrestling Room (High School Only)				
Weightroom (High School Only)				
Athletic Complex (please check) <input type="checkbox"/> Baseball Field <input type="checkbox"/> Hockey Field <input type="checkbox"/> Soccer Field <input type="checkbox"/> Track <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Press box <input type="checkbox"/> Scoreboard and Operator <input type="checkbox"/> Sound system and Operator <input type="checkbox"/> Softball Field <input type="checkbox"/> Number of Games Per Day <input type="checkbox"/> Lights on Softball Field				

SCHOOL USE ONLY

SOFTBALL FIELD ASSIGNED (Please Circle)	Field One	Field Two
Signature of Principal	Signature of Supervisor of Support Staff	Signature of Superintendent
Date Approved by Principal	Date	Date of Board Approval
Upon Board Approval Copies to:	Principal	Board Office
		Supervisor of Support Staff

Adopted: March 20, 1997