



FRANKLIN LAKES PUBLIC SCHOOLS

* APPLICATION FOR USE OF SCHOOL FACILITIES *

Name of Organization: _____

Requestor: Name: _____ Position: _____
Email: _____ Tel. # _____

School Requested: ___ FAMS ___ CRS ___ HMR ___ WAS

Room(s)/Area(s) Requested: ___ MPR ___ Library ___ Gym ___ Classroom ___ Field
___ Other (specify) _____

Date(s): _____

Hours: From: _____ am/pm To: _____ am/pm

Set-Up Requested: # Folding Chairs ___ # Tables ___ AV Equipment ___
Other (specify) _____
Layout diagram attached? Y/N

Gathering: Purpose: _____
Expected attendance count? ___ Fee? \$_____ Tickets? Y/N
Food/Beverages? Y/N Anticipated Profit? \$ _____
Security or traffic coverage needed before/during/after? Y/N
If yes, please specify _____

Presenter/Vendor: Name: _____
Email: _____ Tel. # _____
Certified in First Aid? Y/N Certified in CPR? Y/N

DEFIBRILLATORS ARE LOCATED IN EACH SCHOOL BUILDING

Insurance: Proof of Insurance: Attached ___ OR On file at BOE ___ OR
Insurance Policy Waiver Request attached _____

I have read the conditions imposed for use of school facilities, listed as GUIDELINES FOR CARE OF FACILITY on the reverse side, and agree to abide by them.

Signature Printed Name Date

Approved: ___ As requested ___ Partially _____

Disapproved: ___ Reason: _____

Class: I/II/III Fees applicable: ___ Custodial fee (weekends/holidays) \$_____/hour
___ Facility fee \$_____/_____

Business Administrator: _____ Date _____

PLEASE HAVE A COPY OF THE APPROVED FORM IN HAND WHEN USING THE FACILITY.

Submit form via fax: (201) 891-9333 or by email: azwernemann@franklinlakes.k12.nj.us

GUIDELINES FOR THE CARE OF SCHOOL FACILITIES

PURPOSE:

This form is to assure that the facility you requested is taken care of properly so that it may be maintained in proper condition for our pupils. You are requested to review the following guidelines with all adult leaders, share this information with your organization's participants, and sign a copy to indicate your compliance with District requirements.

GUIDELINES:

A. Gym

1. Sneakers should be worn on the playing floor. Shoes are restricted to the locker rooms and gym perimeter.
2. Children must be supervised at all times.
3. Please use the toilets provided in the locker rooms.
4. You are asked to enter and leave the building by the front door. Remain in the gym during your stay in the building. You may use the drinking fountains in the hall.
5. When you leave, make sure you take all personal belongings with you. Do not leave articles of clothing on the floor or benches of the locker room. Do not leave any items in locker cabinets.
6. Deposit all gum wrappers, paper, etc. in the wastebasket provided.
7. Check to see that windows and exterior doors are secured.
8. No food or beverages are allowed unless they are part of the group's event.

B. Classroom

1. Children must be supervised at all times.
2. Deposit all gum wrappers, paper, etc. in the wastebasket provided,
3. Use the toilet located in the corridor nearest the classroom.
4. Enter and leave by the front door. Please make certain that participants do not roam in the building.
5. Take all personal belongings with you.
6. Make certain that participants respect the belongings of the pupils and teacher regularly assigned to the room. Replace chairs and tables if moved. **Do Not** remove any items from the classroom.
7. Do not smoke in the building. If you must smoke, do so outdoors.
8. Check to see that windows are closed and secured.
9. No food or beverages are allowed unless they are part of the group's event.

C. Failure to Meet Guidelines

It is the Board's right to suspend the use of facilities based on abuse, misuse of facilities, significant behavior problems, evidence that a group has transferred use to another group, or any other infraction that is deemed counter-productive for the District.

By following these guidelines, you and your organization are helping to maintain a positive environment in our schools. Thank you for your cooperation and support. For further information, please refer to Franklin Lakes BOE Policy and Regulation 1330, USE OF SCHOOL FACILITIES/PROPERTY.