

LEBANON TOWNSHIP SCHOOL DISTRICT
70 Bunnvale Road, Califon, NJ 07830

WOODGLEN SCHOOL
70 Bunnvale Road
Califon, NJ 07830
(908) 638-4111
(908) 638-8418 fax

VALLEY VIEW SCHOOL
400 Route 513
Califon, NJ 07830
(908) 832-2175
(908) 832-6280 fax

APPLICATION FOR USE OF SCHOOL FACILITIES

DATE _____

NAME OF ORGANIZATION _____

NAME OF CONTACT PERSON _____

ADDRESS OF CONTACT PERSON _____

Street

Town

Zip

HOME PHONE _____ CELL PHONE _____ EMAIL _____

SPACE REQUESTED (please be specific) _____

VALLEY VIEW SCHOOL _____

WOODGLEN SCHOOL _____

PURPOSE OF INTENDED USE _____

USE OF FACILITY FOR NON-PROFIT PURPOSES? YES _____ NO _____

DATE(S) / TIME(S) OF USE: *all dates must be listed separately – attach an additional sheet if necessary*

DATE	START TIME	END TIME

DATE	START TIME	END TIME

ESTIMATED ATTENDANCE _____

EQUIPMENT / SPECIAL ARRANGEMENTS REQUESTED _____

DOES YOUR INSURANCE COVER A MINIMUM \$500,000 LIABILITY PER EVENT? YES _____ NO _____

A certificate of insurance must accompany all building use applications and must be valid for the entire duration of the event(s).

As the responsible contact person for my organization, I hereby certify that I will be responsible for the safety of the students under my supervision; that I will maintain close supervision of the students and adults in the building under my charge; that I will be responsible for the care of the school facility and its equipment; and that I will not use school supplies and/or equipment, including copy paper and photocopying equipment, unless I receive specific prior approval from the building Principal. I also acknowledge that I have read and am aware of the Lebanon Township School District's regulations regarding facility usage, which can be found below.

SIGNED _____ **DATE** _____

FACILITY USE FEES:

- \$30 per year for non-profit classroom use
- \$65 per evening or weekend daily use of the gymnasium or PAC
- \$130 per season for non-profit gymnasium use

*These fees are waived for non-profit groups within Lebanon Township. All other groups are required to pay the fees. A check made payable to Lebanon Township Board of Education for the above fees must accompany the application if applicable. Forms will not be approved without prior payment.

CUSTODIAL / KITCHEN EMPLOYEE FEES

All organizations using facilities outside of school year regular building hours (Monday – Friday, 9:00 am – 10:00 pm) must employ a school custodian. The cost of these services is \$39 per hour, payable directly to the Lebanon Township Board of Education.

*The custodial fees are waived for the first four hours of building use for Lebanon Township, non-profit groups. Any time over and above the initial four hours will be billed at \$39/hour as stated above.

Any organization requesting to use the kitchen facilities must contact Maschio's Food Service to coordinate services; fees for the coverage of Maschio's Food Services will be determined by the food service company.

- Approval for building use may not be given for days when the school building is closed (vacations, emergency closings, etc.) If school is closed due to weather or other emergency, the building will not be available for evening activities.
- **School sponsored activities supercede approval for building use. If a school activity is scheduled, you will be given as much notice as possible.**
- Any parking associated with facility use must be in marked spaces at each school. Do not park along curbs in front of buildings, as these fire lanes are required by law. All fire code regulations must be followed inside and outside of buildings as ordered by the Lebanon Township Fire Department
- The organization **MUST** apply for a "Fire Safety Permit" as required by the Lebanon Township Bureau of Fire Prevention. Form is attached and a copy of completed application must accompany your request.

AFFIRMATIVE ACTION POLICY

It is the policy of the Lebanon Township Board of Education not to discriminate on the basis of sex, ancestry, race, disability, color, religion, national origin, social or economic status in its educational programs, activities or employment practices.

BUILDING PRINCIPAL APPROVAL: I have reviewed this request and approve _____ / disapprove _____ the dates and times as noted.

(Building Principal Signature)

(Superintendent of Schools Signature)

FOR BOARD OF EDUCATION USE ONLY

This application was _____ approved / _____ disapproved as noted at the Lebanon Township Board of Education meeting on _____.

APPLICATION FOR PERMIT

Lebanon Township Bureau of Fire Prevention, 530 West Hill Road, Glen Gardner, NJ 08826
(908) 537-6670, (908) 638-8523, Fax (908) 638-5957

Physical location of activity _____

Activity street address _____

Applicant's name _____

Complete address _____

Phone numbers _____

Permit requested for following date(s): _____

Permit requested for one year – Expiration Date: _____

NOTE: Attach additional signed sheet if space is insufficient

The above named applicant hereby requests to conduct the following activity at the above location:

And/or for the storage, occupancy, use, sale, handling or manufacturing of the following:

State quantities and method for each category of material to be stored or used:

I hereby acknowledge that the information given is correct and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant Signature

Title

Date

FOR OFFICIAL USE ONLY

Permit type: _____ <input type="checkbox"/> Conditions Imposed <input type="checkbox"/> Denied <input type="checkbox"/> Approved pending payment of \$ _____ Fee **

Fire Official Signature