

**ORANGE PUBLIC SCHOOLS
REQUEST FOR USE OF SCHOOL FACILITIES**

The (name of organization) _____ requests permission to use Orange Public School facilities, as noted below, under the Orange Board of Education's policies and administrative procedures.

The Board's Policy and Regulations are available at www.oess.org or will be provided upon request.

The organization's status is: _____ **For-Profit** _____ **Non-Profit** _____ **Not-for-Profit**

Contact Person: _____ Email Address: _____

Address: _____ Home Phone: _____

Business Phone: _____ Fax No. _____ Cell Phone: _____

Billing Address: _____

School Location: _____ for the purpose of _____

Date(s) _____ from _____ AM/PM to _____ AM/PM

Admission Charge \$ _____ Will fees, contributions, donations or other money be collected? YES _____ NO _____

It is anticipated that approximately _____ adults and _____ children will attend.

Refreshments: YES _____ NO _____ If yes, provide brief description _____

Will set-up be required? YES _____ NO _____ Requirements: _____

Organization is responsible for following recycling protocol.

► If a special set-up or request is needed; please check _____ and draw a diagram or specify instructions on reverse side.

Please check off below the requirements for the event or activity:

- | | | |
|------------------------------|------------------|---|
| _____ Custodian | _____ Stage | _____ Computer Lab |
| _____ Art Room | _____ Gymnasium | _____ Classroom(s) #of classrooms |
| _____ Library / Media Center | _____ Music Room | _____ Police/Fire Dept. (if applicable) |
| _____ Cafeteria | _____ Kitchen | _____ Other (specify) _____ |

In making this application, we hereby agree to comply strictly with the policies, rules and regulations of the Orange Board of Education and to be responsible for any damage to or loss of school property arising from our occupancy of any portion of the buildings or grounds. All approvals need to be in place prior to event. All charges and fees must be paid as described in the Board's Policy and Regulations. **A Certificate of Liability Insurance must be submitted with this form.**

Date _____ Signature _____ Title _____
Authorized Agent of Organization

Date _____ Signature _____ Title _____
Principal

Date _____ Signature _____ Title _____
Director of Facilities

OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE)

Room Rental Fee: Yes No **Custodial Charges:** Yes No **Cafeteria Personnel Charges:** Yes No

Approved by Business Administrator or Designee: _____ **Date:** _____

CC: School Secretary School Custodian Security Cafeteria Director Facilities Date Notified _____

Note: Building use reservations are accepted from September through June. Please allow one full week for processing. Submit your request via fax (203) 891-8025 or email cmaltais@orange-ed.org. If you have any questions, please contact Cindy Maltais at 891-8020 ext. 208 and leave a message.