

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: _____ Phone: _____ Cell Phone: _____

Billing Address: _____

School Location: _____ for the purpose of _____

Date(s) _____ Time of Event: _____ a.m./p.m. to _____ a.m./p.m.

Rain Date (if needed) _____ Time of Event: _____ a.m./p.m. to _____ a.m./p.m. _____

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 _____ Is a dedicated custodian requested for this event? Yes _____ No _____

IF YES, CUSTODIAN ON DUTY: _____ a.m./p.m. to _____ a.m./p.m. Set Up Requirements: _____

_____ Organization if 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 _____ Security Monitor _____ Food Service Staff _____ Cafeteria _____
Stage _____ Gymnasium _____ Music Room _____ Library _____
Computer Lab _____ Classroom(s) # of classrooms _____ Police/Fire Dept. (if applicable) _____ 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, naming the Orange BOE as the Certificate Holder, must be submitted with this form. The Certificate Holder must be added as an Additional Insured with respect to liability arising out of the operations of the named insured (organization submitting request) during the policy period.

Date _____ Signature _____ Title _____
Authorized Agent of Organization

Date _____ Signature _____
Principal

Date _____ Signature _____
Director of Business & Operations

OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE)

Room Rental Fee: Yes No Custodial Charge: Yes No Security Charge: Yes No Food Service Staff Charge: Yes No

Approved by Building Use Coordinator: _____ Date: _____

CC: School Secretary School Custodian School Security Food Service Staff Other _____

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. 1208 and leave a message.

