

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.

It is anticipated that approximately adults and children will attend.

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

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 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 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 is required. As the insured organization, your certificate must name the Orange BOE as the Certificate Holder. The Certificate Holder must be added as an Additional Insured with respect to liability arising out of the operations of the named insured 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 Facilities Coordinator : Date:

CC: School Secretary School Custodian School Security Food Service Staff Maintenance Supervisor

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 dwilliams@orange-ed.org. If you have any questions, please contact Darlene Williams at 891-8020 ext. 1201 and leave a message.

**Special Instructions:**

**Set - Up /Layout**

