

**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](http://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) \_\_\_\_\_ **TIME OF EVENT:** \_\_\_\_\_ 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 \_\_\_\_\_ **Is a dedicated custodian requested for this event? Yes \_\_\_\_\_ No \_\_\_\_\_**

IF YES, **CUSTODIAN ON DUTY:** \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM 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:

- |                                 |                  |   |
|---------------------------------|------------------|---|
| _____ <b>Custodian</b>          | _____ Stage      | _____ Computer Lab                      |
| _____ <b>Security Monitor</b>   | _____ Gymnasium  | _____ Classroom(s) #of classrooms       |
| _____ <b>Food Service Staff</b> | _____ Music Room | _____ Police/Fire Dept. (if applicable) |
| _____ Cafeteria                 | _____ Library    | _____ 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 Facilities

**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 Business Administrator or Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CC:** School Secretary  School Custodian  School Security  Food Service Staff  Facilities Director

**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](mailto:cmaltais@orange-ed.org). If you have any questions, please contact Cindy Maltais at 891-8020 ext. 1208 and leave a message.**