

Berkeley Township Schools

Use of Buildings and Grounds Application

Instructions:

1. Requests must be submitted 20 working days prior to each date requested and sent to Rich Mueller, Supervisor of Buildings and Grounds, Maintenance Bldg., 10 Emory Ave., Bayville, NJ 08721
2. A separate application form must be filled out for each building and event.
3. Please attach a copy of your organization's Certificate of Insurance with application.
4. The School District reserves the right to cancel, amend or change any approved application.
5. All fees must be submitted within five (5) days of the approved application.

This section to be completed by User/Organization

User / Organization: _____

School Requested: _____ Room Requested: _____

Date(s) Requested: _____

Arrival Time: _____ Departure Time: _____ Number of Attendees: _____

Current Certificate of Liability Attached: _____

Person in charge: _____ Phone # of Person in Charge: _____

Equipment Needed: _____

Comments: _____

Statement of Assurance: I attest that all statements on this request form are accurate. I have reviewed the "Use of School Facilities Regulations" and will abide by said rules and regulations set forth. In signing this application I understand that I will be held responsible for communication with the Custodial Department, and that our organization is responsible for any damages incurred.

Signature	Address	Telephone#	Date
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Below to be completed by Buildings and Grounds Department

Date Received: _____ Copy sent to Dining Services: _____ IT Dept.: _____

Board approval required: Yes ___ No ___ If yes, copy sent to Superintendent's Office: _____

Approved by: _____ Date: _____

****Fees may apply for after hours / weekend use of facilities.**

****Please refer to www.btboe.org for policy 7510 Use of School Facilities Regulations**