

**PAULSBORO PUBLIC SCHOOLS
Administration Building
662 North Delaware Street
Paulsboro, New Jersey 08066**

APPLICATION FOR USE OF SCHOOL FACILITIES

Please print clearly

Organization: _____	Today's Date: _____
Person in Charge: _____	Telephone Number: _____
Address: _____ _____	Email: _____
Type of Activity: _____	

CONDITIONS FOR USE OF SCHOOL FACILITIES

Use of school facilities requires approval of the Board of Education. Applications must be submitted to the Superintendent of Schools no later than the 30th day of the month in order to be included on the agenda of the next meeting of the Board. By illustration, an application submitted on or before January 30th will be included on the agenda of the meeting conducted in February.

Organizations requesting the use of school facilities must submit a certificate of insurance in an amount of at least \$1,000,000. Applications will not be presented to the Board of Education without the certificate of insurance.

The Board of Education will determine if police officers are needed to supervise the requested activity. It will be the organization's responsibility to employ and pay the officers.

The organization must employ and pay a Board approved operator in order to use audio-visual equipment, scoreboards and sound systems.

Lights are available for night games played on the softball fields between 7:30 p.m. and 10:30 p.m. Monday through Friday only. There will be a \$50 per evening charge for the use of the lighted fields. Check must be included with this application.

When there is no scheduled custodian the organization will be responsible for custodial coverage at the rate of \$18/hour.

Organizations wishing to use the Paulsboro High School kitchen must employ a cafeteria worker to supervise the activity.

Organizations using athletic fields must provide their own equipment such as pitcher's rubber and bases.

Smoking is prohibited in school buildings and on school grounds.

No gambling, alcoholic beverages or controlled dangerous substances (drugs) are permitted on school property.

Organizations using school facilities are expected to maintain the highest standards of behavior, appropriate language, and sportsmanship.

Upon the completion of an activity, the organization is expected to be certain that all trash and litter is placed in the appropriate containers.

Organizations must inform all participants of the above conditions.

Failure to comply with the above conditions will cause the organization to forfeit the privilege of using school facilities.

As the person in charge of the activity, I have read the above conditions for use of school facilities and agree to abide by same.

Signature of Person in Charge

Date

Attach Certificate of Insurance.
Attach check made payable to the Paulsboro Public Schools if lighted softball fields are requested.
Submit this form to the principal of the school or facility being requested.
Please Remember To Complete The Reverse Side Of This Form.

Received in Superintendent's Office		Copies of Approved Sent to:	
Entered into the Calendar		Building Principal	
Sent to Supervisor of Support Staff		Supervisor of Support Staff	
Returned back to Superintendent		Organization	
		Sound System/ Audio	

Facility Requested (please circle)	Athletic Complex	Paulsboro High School	Loudenslager School	Billingsport School
FACILITY REQUESTED	TIME	DATE(s) REQUESTED	DAY(S)	
Auditorium (High School Only) ____ Piano ____ Sound System ____ Audio Visual Equipment Specify				
All Purpose Room (Elem. Schools Only) ____ Piano ____ Sound System ____ Audio Visual Equipment Specify				
Cafeteria (High School Only) ____ Piano ____ Sound System ____ Audio Visual Equipment Specify PA System, Laptop, 2 microphones_				
Kitchen (High School Only)				
Gymnasium (High School Only) ____ Scoreboard ____ Sound System				
Library				
Parenting Center (High School Only)				
Classroom(s) List room #s _____, _____, _____				
Wrestling Room (High School Only)				
Weight Room (High School Only)				
Athletic Complex (Please check) ____ Baseball Field ____ Football Field ____ Hockey Field ____ Soccer Field ____ Track ____ Tennis Courts ____ Press Box ____ Scoreboard & Operator ____ Sound System & Operator ____ Softball Field ____ Lights on Softball Field				

SCHOOL USE ONLY

SOFTBALL FIELD ASSIGNED (Please Circle)	Field One	Field Two
_____	_____	_____
Signature/Principal	Signature A.P./Athletics	Signature/Supervisor of Support Staff
_____	_____	_____
Date	Date	Date