

Building Use Application-After School/Evening Hours

This form must be filled out for all after school/evening/weekend facility usage.
For room usage during school hours, please use the Daytime Use-School Hours Application.

Organization:

Application Date:

Contact Name:

Home Phone:

Mailing Address:

Cell Phone:

Email:

Fax:

Area of Building:		# of People:	
Describe in detail the purpose of the building use:(activities, functions, etc.)		Age Group:	
Date(s):			
Start Time:		# of Tables:	
End Time:		# of Chairs:	
Other Services/ Furnishings:			

School activity use of building and grounds or related school group activity shall have priority over all outside groups.

I understand that the building must be completely vacated by 10:00 p.m. unless the Board Office has previously granted permission. Custodian Overtime rate is \$43*/hr (Saturdays) and \$57*/hr (Sundays).
*rates subject to change pending negotiations.

I understand that a Certificate of Insurance must be issued to the Oradell Board of Education prior to above mentioned activity.

I understand that the Board of Education reserves the right to cancel scheduled activities should emergencies arise.

Signature of Applicant: _____ **Date** _____

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Approved/Denied: _____ **Date:** _____
Building Use Coordinator

Approved/Denied: _____ **Date:** _____
Assistant Principal

Return completed and signed form along with a Certificate of Insurance to Oradell BOE, 350 Prospect Ave, Oradell NJ 07649 or email both to barbagallo@oradellschool.org.

If you have any questions regarding this form, call Barbara Barbagallo at 201-261-1166x110.