

**MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS
OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

P.O. Box 4170, MIDDLETOWN, NJ 07748

(732) 671-3850 FAX (732) 291-1035

www.middletownk12.org

Amy Gallagher, CPA
Business Administrator/ Board Secretary

Vincent J. Daniels
Assistant Business Administrator/
Assistant Board Secretary

Important Information Regarding Use of School Facilities

By submitting a School Facilities Use Application, the applicant agrees to comply with Middletown Township Public School's Policy on Use of School Facilities (No. 7510) and all regulations Governing Use of School Facilities (No. R7510). Here is some information to assist you in complying with our policy and regulations:

- All non-school related applicants must provide a Certificate of Liability Insurance naming the Middletown Township Board of Education as an additional insured prior to the issuance of a permit.
- Facility use fees and estimated custodial overtime (minimum of 4 hours) may be required prior to the issuance of a Permit. Otherwise, fee and custodial overtime is payable immediately upon the organization's receipt of an invoice from the Business Office.
- Daily Facility Use Fees

All Purpose Room (Elementary Schools)	\$200
Auditorium (High Schools)- Productions	500
Auditorium (High Schools)- Rehearsals	200
Auditorium Sound & Lighting Systems (High Schools)	300
(Plus hourly curriculum rate for staff advisor)	
Cafeteria—No Kitchen Use (Middle & High Schools)	200
Classroom	75
Gymnasium (Middle & High Schools)	400
Bubble	400
High School Auxiliary Gymnasium	300
Library	100
Athletic Field (does not include track or stadium)	200
- Class of Users: Class I- School related (priority, no fees); Class II- Non-profit community organization (custodial overtime only -minimum of 4 hours); Class III- All others (facility use fee plus custodial overtime)
- The Superintendent and School Business Administrator or designee reserve the right to deny any permit application if deemed in the best interest of the district.

For further information please contact the Business Office at 732-671-3850 Extension 1178.

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SCHOOL FACILITIES PERMIT APPLICATION

Application is to be filed at least FOURTEEN CALENDAR DAYS before the date of requested use
By Submitting this application, applicant agrees to comply with:

- 1. Policy on Use of School Facilities (No.7510)
2. Regulations Governing Use of School Facilities (No. R 7510)
3. Current Fee Schedule

NOTE: Facility Use Fee and Estimated Custodial Overtime may be required prior to the issuance of the Permit.
Otherwise, fee and custodial overtime is payable immediately upon the organization's receipt of an invoice from the Business Office.
FACILITIES USE IS NOT AVAILABLE DURING THE SCHOOL DAY OR WHEN SCHOOL IS CLOSED

Name of Sponsoring Group Name of Applicant

Group Address Applicant Address

Name of Chief Officer Home Phone

Cell Phone:

Business Phone fax: email address:

School Requested Facility Requested

Date(s) Requested

Type of Organization School Associated Community Religious Other
Not-for-Profit Profit Making

Time Requested to

Activity Planned

Are you planning to sell food? Note: A Middletown Dept of Health Temporary Food Handling Permit is required. Contact the Middletown Dept of Health for details.

Number of Attendees: Admission Price Admission Proceeds to

be used for what immediate purpose

Remarks:

FOR USE BY BOE ONLY:

CLASS I CLASS II CLASS III

Non-School related applicant (Class II or Class III user) agrees that it shall be solely liable for any claims for personal injury or property damage arising out of its use of school facilities. Applicant agrees that it shall hold harmless and indemnify the Board of Education against any such claims. In addition, a Certificate of Liability Insurance against property damage and personal injury, naming the Middletown Township Board of Education as an additional insured for purposes of the use of school facilities as set forth in this application, will be required prior to the issuance of a Permit.

SIGNATURE OF APPLICANT DATE

SIGNATURE OF PRINCIPAL DATE

DATE RECEIVED BOARD SECRETARY (initialed) Approved or Denied