

FRANKLIN TOWNSHIP BOARD OF EDUCATION

P.O. Box 368, Rt. 579
Quakertown, New Jersey 08868

FACILITY USE APPLICATION

Must be received no later than 2 weeks prior to the BOE meeting.

_____/_____
Name of Organization/Sponsoring Organization Please Circle One: I II III
Class of Organization (According to Policy)

Responsible Party _____ Email Address _____ Phone# _____

Alternate Responsible Party _____ Email Address _____ Phone# _____

FACILITY REQUESTED:

Cafeteria _____ Baseball Field _____ Other _____
Theater _____ Soccer Field _____
Classroom(s) # _____ Softball Field _____ Weekend Custodian Needed: **Yes** _____
(\$50 per hour) **No** _____
Gymnasium _____

PURPOSE: _____

ACTIVITIES: _____

EQUIPMENT (in house/supplied): _____

FACILITIES MODIFICATION (decorations, more furniture): _____

Date(s) Requested	Day(s) of Week	Time (include set-up & break-down if applicable)	# Participants	# Others

- Applicant has received and read Board of Education Policy pertaining to Use of School Facilities and agrees to abide by rules and regulations. **Yes** _____ **No** _____ **Initial** _____
- Does this activity require waiving of any Board policies? **Yes** _____ **No** _____
- Are any games of chance being held? **Yes** _____ **No** _____
- **If yes, State Reg. # _____ Local Permit # _____**
- CERTIFICATE OF INSURANCE ATTACHED (OR COPY) **Yes** _____ **No** _____
- Franklin Township Board of Education must be named as the certificate holder, minimum \$1,000,000 coverage.
- The above-named organization complies with Federal and State anti-discriminatory laws.

- The applicant understands the Board assumes no responsibility for damage to persons, equipment or vehicles related to the function. The Board's insurance does not apply to groups and their members using the school facilities.
- At the end of each activity the custodian is to be notified of any appropriate repairs.

• THIS ACTIVITY MAY BE CANCELLED DUE TO SCHOOL NOT BEING IN SESSION, OR IF A BLACK SEAL CUSTODIAN CANNOT BE IN ATTENDANCE WHEN REQUIRED.

Signature of Organization Officer _____ Date _____

Action Taken by Board of Education on: Date _____ Approved Not Approved

Superintendent or Designee _____ Date _____
Comments: _____

Instructions/Requirements:

1. Use of Facility forms must be received no later than 2 weeks prior to the BOE meeting. Please refer to the school website for BOE meeting dates.
2. The use of facility form must be signed by an authorized officer of the organization.
3. The certificate of insurance must list Franklin Township School as the certificate holder.

User Categories:

Class I - Groups directly related to the school and the operations of the school (such as PTA, QEA);

Class II - Organizations indirectly related to the Franklin Township School students (such as youth sports, scouting, recreation); Local, County, State or Federal Departments or government agencies.

Class III - Franklin Township community organizations formed for charitable, civic, educational purposes; Outside organizations formed for charitable, civic, educational, or recreational purposes.

Fees for Class III Users

<u>Fee Schedule:</u>	<u>Per Hour</u>	<u>3 Hour Block</u>
Gymnasium	\$40.00	\$100.00
Old All Purpose Room	\$40.00	\$100.00
Stage (Productions)	\$20.00	\$ 50.00
New All Purpose Room	\$40.00	\$100.00
Classroom	\$20.00	\$ 50.00
Softball Field	\$25.00	\$ 75.00
Baseball Field	\$25.00	\$ 75.00
Soccer Field	\$25.00	\$ 75.00

Weekend Custodian Rate for Class I,II and III Users - \$50.00 per hour