

**APPLICATION FOR USE OF BUILDING**  
Board of Education, Belleville, NJ 07109

Date \_\_\_\_\_

Application is hereby made for the use of School \_\_\_\_\_:

Facility	Purpose/Function	Dates	Times
Auditorium			
Gymnasium			
Multi-purpose Room			
Cafeteria			
Classrooms			

Admission will \_\_\_ will not \_\_\_ be charged. (Please check)

You will need the following: Lighting \_\_\_ Sound System \_\_\_ Piano \_\_\_ (Please check)

A deposit of \$ 50.00 accompanies this application. It is agreed that the balance will be paid on or before the date on which the building is to be used. I have reviewed and agreed to abide by the General Building Use Policy as stated on the reverse side of this form.

I am requesting a waiver of the deposit and use of buildings fees. YES \_\_\_ NO \_\_\_

\_\_\_\_\_  
Signature and Title of Applicant

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number (include area code)

You will be formally notified in writing of the acceptance or rejection of this application. Final acceptance is contingent upon renter's provision of insurance indemnification.

**FEES**

	# of days	High School	Middle School	Elementary School	Total Fees
Auditorium		\$1,000	\$600		
Gymnasium		\$600	\$600		
Cafeteria		\$600	\$600		
Multipurpose Room				\$600	
Classrooms		\$100	\$100	\$100	
Custodians					
				<b>Grand Total</b>	

In addition to the fee schedule listed below, the Board of Education will assign custodial services necessary for the particular function to be held, and the cost thereof must be paid by the organization prior to the date of us

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\_\_\_\_\_  
(1) Approved by Building Principal

\_\_\_\_\_  
(2) Reviewed by Athletic Director

\_\_\_\_\_  
(3) Approved by Buildings & Grounds Supervisor

\_\_\_\_\_  
(4) Application Approval-Business Administrator

\_\_\_\_\_  
Application Approval Date

\_\_\_\_\_  
(5) Reviewed by Office of the Superintendent

## **REGULATION No.7510 USE OF SCHOOL FACILITIES**

There will be no charge for the use of buildings by educational groups connected with the Belleville schools.

Building facilities will not be available for public dancing, nor will they be available for political or denominational meetings unless in the judgment of the Board the best interests of the community are served.

Non-profit organizations and Township of Belleville businesses would pay fifty percent of the fee schedule. In addition to the use of building fee, the renter must provide insurance indemnification and pay all custodial fees.

### **Rules and Regulations**

A. All applications for the use of buildings shall be made to the Business office and their use shall be subject to general supervision under the Board of Education.

B. Lessee must assume responsibility for the preservation of order in buildings and liability for any damage to or loss of school property.

C. It is the lessee's responsibility to comply with all township ordinances and the rules of the police and fire departments regarding public assemblies.

D. The Board or its representatives shall at all times have free access to all parts of school buildings while rented or not.

E. This permit includes only the use of equipment owned by the school such as spotlights, floodlights, etc., with the express approval of the Board of Education.

F. Scenery and equipment may be installed on the approval of the Board of Education but must be removed from the building within twenty-four hours after use.

G. The number of persons allowed in the building shall not exceed the seating capacity of part or parts rented.

H. All meetings, entertainments or school dances must cease not later than 11:30 p.m., and custodians must close the buildings before 12:00 a.m.

I. The service of the school custodian shall not include the erecting or dismantling of scenery or equipment.

J. Classrooms and other parts of the buildings will be rented for public use only when no interference with school activities is assured. During hours school is in session, no rooms of any type will be available without the express approval of the Board of Education.

K. The right is reserved by the Board of Education to revoke approval of any application should such action be deemed necessary or desirable.

L. Note: Only that part of the building specifically mentioned in the approved application may be used.