

APPLICATION FOR USE OF SCHOOL FACILITIES
SALEM CITY PUBLIC SCHOOLS, SALEM, NEW JERSEY 08079

Date of Application _____ (MUST BE SUBMITTED 8 WEEKS PRIOR TO EVENT)

REQUEST is made for the use of

SCHOOL _____ ROOM _____ DATE _____

Times Requesting FROM: _____ AM or PM TO: _____ AM or PM

Event Start Time: _____ Event Over Time: _____

Purpose/Nature of Event _____

Non-Profit YES NO (please circle one)

If YES, Please have your 501C document including state issued ID at the time of submission

Expected Attendance _____ Open to Public? () Yes () No

Adult Chaperones to be in Attendance _____

*Attach a list of names, addresses, and telephones number of those chaperones/supervisors who plan on attending the event.

Admission Fee or Donation charged? () Yes \$ _____ () No
Amount

If so, what will net proceeds be used for? _____

Security Needed? _____ **EACH ORGANIZATION IS RESPONSIBLE FOR PROVIDING THEIR OWN SECURITY**
PLEASE REFER TO TOWN ORDINANCE LAWS

Equipment Needed _____

NOTE: If technology equipment is requested an additional fee may be added for operator.

IT IS MANDATORY THAT EACH ORGANIZATION USING ANY SCHOOL FACILITIES BE COVERED
BY THEIR OWN LIABILITY INSURANCE WITH MINIMUM LIMITS OF:

BODILY INJURY \$1,000,000 PROPERTY DAMAGE \$1,000,000
or SINGLE LIMIT LIABILITY \$1,000,000

A CERTIFICATE OF INSURANCE MUST BE SUBMITTED WITH THE APPLICATION PRIOR TO APPROVAL.

Name of Organization: _____

Person Responsible: _____ (PLEASE PRINT) Signature of Person Responsible: _____

Address of Person Responsible: _____

Telephone Number of Person Responsible: _____

NOTE: ALL FACILITY USE REQUESTS ARE NOT APPROVED UNTIL VOTED ON BY SALEM CITY BOARD OF EDUCATION

FINAL APPLICATION DISTRIBUTION LIST

Original –Business Administrator

Superintendent

School Principal

Cafeteria

Operations

FEE SCHEDULE+

Auditorium	\$350.00 per day
Cafeteria/All Purpose Room	\$100.00 per day Use of Kitchen is an additional charge
Gymnasium	\$150.00 per day
Classroom	\$65.00 per day
Athletic Field (Does not include police protection, field preparation, custodian or grounds worker costs, press box, concession stand, lavatory)	\$400.00 basic charge Over 4 hours: \$100.00/hr
Press Box	\$200.00
Concession Stand	\$200.00
Field Striping	\$250.00
Custodial – Regular	\$15.00 per hour*
Custodial – Weekend	\$25.00 per hour*
Custodial – Holiday	\$50.00 per hour*

*Will be adjusted upon settlement of contract

+ If money donated to Salem City students exceeds rental amount facility charges may be waived, pending Board approval.

A DEPOSIT OF 50% IS REQUIRED AT THE TIME OF APPLICATION AND PAYMENT IN FULL PRIOR TO THE EVENT.

Business Office Use Only

Date Received

Initials

Received Proper Certificate of Insurance

Received Proper 501C including State ID

Security completed

Building Principal

Superintendent

Fees to be paid:

Rental \$ _____

Janitorial Services \$ _____

Other \$ _____

TOTAL CHARGE \$ _____

Signed _____
Business Manager/Board Secretary

Will be presented at Board Meeting being held on: _____

REQUEST IS

☐

APPROVED

☐

DENIED