

STANHOPE PUBLIC SCHOOLS

REQUEST FOR USE OF SCHOOL FACILITIES

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

Address of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Numbers: (Days) \_\_\_\_\_ (Evenings) \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ School: \_\_\_\_\_

Purpose: \_\_\_\_\_

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Dates:

_____ 20	_____ 20	_____ 20
_____ 20	_____ 20	_____ 20
_____ 20	_____ 20	_____ 20
_____ 20	_____ 20	_____ 20

Other: \_\_\_\_\_

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Request for Special Equipment: \_\_\_\_\_

Facility To Be Opened At: \_\_\_\_\_ (A.M.) \_\_\_\_\_ (P.M.)

Activity To End At: \_\_\_\_\_ (A.M.) \_\_\_\_\_ (P.M.)

Estimated Attendance: \_\_\_\_\_ Cost of Admission: \_\_\_\_\_ Disposition of Proceeds: \_\_\_\_\_

**Custodial Charges: There will be hourly custodial charges for Saturday and Sunday activities or evenings when our custodians are not contracted to work (i.e. summer evenings). I/We understand if a custodian is not available, Stanhope School facilities cannot be used.**

Name of Adult In Charge of Activity: \_\_\_\_\_

Phone Numbers: (Days) \_\_\_\_\_ (Evenings) \_\_\_\_\_

Personal signature of responsible representative of the applying organization: \_\_\_\_\_

**Board Policy:** Sponsor signifies that he/she understands and will abide by the regulations of the Board of Education for use of school facilities, and that any infraction may cause cancellation of the use of the school facility. The sponsor shall also assume full liability for any damage or loss of school equipment and/or property. All activities should be over and all persons out of the building by 10:30 P.M. unless extended by permission of the Board of Education. Board of Education Policy is attached – **please read carefully.**

Certificate of Insurance: **(must be attached)**

Name of Carrier: \_\_\_\_\_ Certificate No.: \_\_\_\_\_

Dollar Limits of Liability: \_\_\_\_\_

**Hold Harmless Clause: Please fill in the name of your organization where appropriate:**

\_\_\_\_\_ hereby agrees to indemnify and hold harmless the Stanhope Board of Education and its agents, servants, members and employees from any liability and claims for damages, loss, costs, charges and expenses, incurred as a result of \_\_\_\_\_ use of school district facilities, including any loss sustained by the \_\_\_\_\_ and its agents, servants and employees.

**PLEASE NOTE:** If the requesting organization will compete against another organization (i.e. softball league game), the other organization **must complete and sign the Hold Harmless Clause prior to using a Stanhope Facility.**

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Sponsor Mailing Address

\_\_\_\_\_  
Date

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**- OFFICE USE ONLY -**

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_ to work at \$ \_\_\_\_\_ per hour for \_\_\_\_\_ hours.  
Custodian

Copy to requestor on \_\_\_\_\_

**Also, copy to: Board Secretary, Principal and Head Custodian.**