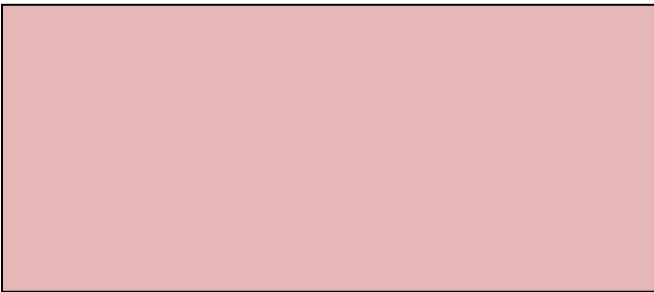


INTERNAL
REGULAR



**Notice!**  
**PARKING IN DESIGNATED AREAS ONLY!!**  
**VIOLATORS MAY BE TICKETED & OR TOWED.**

### Use of School Facilities Application And Agreement – School Year **2021-2022**

NAME OF ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON	TELEPHONE/E-MAIL:
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FACILITY/SCHOOL LOCATION: \_\_\_\_\_

SPECIAL FACILITY REQUESTED
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AUDITORIUM	GYM	CLASSROOM
KITCHEN	FIELDS	
MEDIA CENTER	OTHER	

Day of Activity:	Day of Week	Month	Date	Year
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Time of Activity	To	
------------------	----	--

Number of Chairs needed	Number of tables needed
Are refreshments being served?	Will admission be charged?

The authorized agent whose name appears in this section shall be present during the activity and agrees that his/her organization will abide by the rules and regulations prescribed by the **Lyndhurst Board of Education**. It is also agreed that any damage whatsoever to the building or any part thereof shall be paid for by the contracting party.

Description of Activity to be held:

\_\_\_\_\_

\_\_\_\_\_

Authorized Agent/Name:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**MUST BE COMPLETED WHEN KITCHEN USE IS REQUESTED**

\_\_\_\_\_ is requesting use of the kitchen facilities at  
 (Organization Name)

\_\_\_\_\_ on \_\_\_\_\_. The contact person  
 (School Name)

is \_\_\_\_\_, who can be reached at \_\_\_\_\_.  
 (Indicate Name and Title) (Telephone Number)

The following equipment is available for use. Please check  the equipment you wish to use.

<input type="checkbox"/> Stove	<input type="checkbox"/> Oven	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Pots & Pans	<input type="checkbox"/> Utensils	<input type="checkbox"/> Steam Tables

Please see Cafeteria Manager by 2:00 p.m. the day before event for instructions on using all equipment.

The following equipment is **NOT** available for use: Fryer, Slicers, Buffalo Chopper and Cash Registers.

It is MANDATORY that the contact person for your organization contact the Business Office, **the week before the date of the event-----> 201-438-5683.**

The organization is responsible for supplying their own cleaning supplies, and any necessary locks for the refrigerator they may need.

A copy of checklist form completed by Food Service Director should be forwarded to Business Office after the meeting with the representative of the organization.

**Facility Rental Fees** (Pursuant to Board of Education Policy 7510 Use of School Facilities) **BUSINESS OFFICE USE ONLY**

**Auditorium:** (Min. of 5 or 3 Hours)

**Gymnasium:** (Min. of 4 Hours)

**Field/ Grounds:** (One Time Use)

\$150.00/hr. (Group C)  
 \$200.00/hr. (Group D)  
 \*Min. of 5 hours required (performance)  
 \*Min. of 3 hours required (rehearsal)

\$100.00/hr. (Group C)  
 \$125.00/hr. (Group D)  
 All time over 4 hours @\$75/hour

\$150.00 Per Field (Group C)  
 \$200.00 Per Field (Group D)

Special Requests:

**Cafeteria:** (Up to 4 Hours)

**Library:** (Up to 4 Hours)

\$75.00/hr. (Group C)  
 \$100.00/hr. (Group D)  
 All time over 4 hours @\$50.00/hr.

\$100.00 Minimum Charge  
 All time over 4 hours @\$10/hour

**Kitchens:** (Min. of 4 Hours)

**Classrooms:** (Min. of 3 Hours)

\$75.00/hr. (Group C)  
 \$100.00/hr. (Group D)  
 All time over 4 hours @\$50.00/hr.  
 (Special arrangements must be made with the cafeteria.)

\$25.00/hr. (Group C)  
 \$50.00/hr. (Group D)  
 All time over 3 hours @\$10.00/hr.

**Additional Services:** @ actual rate

- Cleaning Services
- Kitchen Personnel Services
- Proctors/Site Managers
- Stage Crew
- Black Seal License/Boiler Operator

**Media Center:** (Min. of 4 Hours)

\$75.00/hr. (Group C)  
 \$100.00/hr. (Group D)

**Notes: (BOE Use Only)**

**Total Rental Fee(s):** \_\_\_\_\_

**Due Date of Payment:** \_\_\_\_\_

<b>Availability Clearance:</b>	<b>Fees: Waived Or As Follows:</b>	
<b>Principal:</b>	<b>Rental</b>	<b>Custodial</b>

<b>Athletic Director</b>	<b>Certificate of Insurance</b>	
<b>Director of Building and Grounds:</b>	<b>Security:</b>	<b>Fire Marshall:</b>
<b>Cafeteria Supervisor:</b>	<b>Board Secretary:</b>	
<b>DATE:</b>	<b>Superintendent:</b>	