

Internal Use Only  
Rm Assigned \_\_\_\_\_  
Cert. of Ins. \_\_\_\_\_  
Schedule # \_\_\_\_\_

TEWKSBURY TOWNSHIP BOARD OF EDUCATION  
173 OLD TURNPIKE ROAD  
CALIFON, NJ 07830  
FAX (908) 439-2655

Date \_\_\_\_\_  
TES Custodian  
OTS Custodian  
B&G

**REQUEST FORM – USE OF SCHOOL BUILDINGS/GROUNDS**

DATE \_\_\_\_\_

**REQUESTING GROUP/INDIVIDUAL:**

GROUP NAME: \_\_\_\_\_ PERSON RESPONSIBLE: \_\_\_\_\_

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

TELEPHONE NUMBER: \_\_\_\_\_ \*EMAIL: \_\_\_\_\_

**\* Please be aware that you will receive electronic notification via email of final approval and activation of your request in lieu of the return of this paper application.**

**DESCRIPTION OF FACILITIES REQUESTED:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

ROOM OR FIELDS NEEDED: \_\_\_\_\_

EQUIPMENT NEEDED (chairs/tables/kitchen/technology): \_\_\_\_\_

SPECIAL REQUEST FOR ROOM SET UP: \_\_\_\_\_

**DATES AND TIMES REQUESTED:**

(Each day/date must be listed separately. "Every Saturday from Sept. – June" is not acceptable.)

MONTH	DAY/DATE	TIME

**DESCRIPTION OF ACTIVITY:**

This application requires a Certificate of Insurance, as required by the Board of Education, with limits of at least \$1,000,000. The certificate must name the Tewksbury Board of Education as additional insured.

**\* This application will be accepted only with the proper signatures on the reverse side. This application should first be sent to the Buildings & Grounds Supervisor to determine if the facilities are available.**

Our school facilities belong to the community and we are happy to share them with the various groups and organizations that request their use. School-sponsored activities always are given first priority. In order to best schedule and maintain our facilities as well as assure the health and safety of all who participate, certain rules must be adhered to by each organization using school facilities.

RULES FOR USING BUILDING/GROUNDS

1. Sponsoring organizations shall provide sufficient competent adult supervision. The amount of supervision and clean-up procedures will be agreed upon at the time the authorization is issued. Adults that are responsible should not bring other children with them. If this is not possible, the other children should not be left unattended at any time.
2. Alcoholic beverages and smoking are not permitted in school facilities or on school property at any time.
3. Sponsoring organizations shall provide a certificate of insurance in the amount of at least \$1,000,000. The certificate is to be filed with the Buildings & Grounds Supervisor. The certificate must name the Tewksbury Board of Education as additional insured.
4. Sponsoring organizations shall obtain a Fire Safety Permit from the Hunterdon County Fire Marshal and provide a copy to the Supervisor of Buildings & Grounds.
5. No activity is to exceed 10:30 PM.
6. All activities are cancelled if school is closed for emergency, weather, or other good cause.
7. Application must be received by the School Administration at least (10) ten days prior to the start of the activity.
8. Requirements i.e. – tables, chairs, etc. **MUST** be listed on the application in advance of the event.
9. There shall be a **minimal disruption of custodial time** when the event takes place during cleaning hours on a normal work day or the **organization will be billed for overtime**.
10. A custodial fee will be charged to organizations for use of school buildings on non-school days.
11. Tables **MAY NOT** be utilized in hallways in violation of fire evacuation and safety procedures.
12. Cars **SHALL NOT** be parked adjacent to the school building or in any illegal manner. Violators will be ticketed. It is the responsibility of the applicant to notify participants of this rule.
13. Any organization that requests use of the kitchen and/or its equipment must employ one of the school cafeteria staff for the duration of the event. The organization must contact the food service directly to make arrangements.
14. Fees for rental of building facilities are charged to profit-making and non-associated school groups; fees for building rental do not include charges for custodians or food service personnel when such staff is required to be on site.
15. The Adults in charge of supervision of after school activities are responsible for taking attendance immediately at the start of the activity/meeting, etc. and alerting the school office if a child is expected and is not present.
16. School facilities are to be left in neat and clean condition at the end of the activity. Note: All outside areas are designated as “Carry In/Carry Out.” Groups are responsible for removing all trash. A fee will be charged if custodians are required to clean up. Items/equipment left behind by any group will be disposed of after 7 days.
17. Proof of Fire Retardant for items/props to be used must be furnished to the Buildings & Grounds Department prior to use on school property.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
\* SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
\* SIGNATURE OF BUILDINGS & GROUNDS SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
\* SIGNATURE OF BUSINESS ADMINISTRATOR

Fee to Applicant (if applicable) \_\_\_\_\_

This application should be addressed to:

**Buildings & Grounds Supervisor  
Tewksbury Township School District  
173 Old Turnpike Road  
Califon, NJ 07830**

The sponsors accept full responsibility for the proper care of all facilities used. In the event of approval, the Superintendent reserves the right to charge a fee to offset any extra costs incurred by the School District.

# Tewksbury Township Board of Education

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## FEE SCHEDULE FOR FACILITY RENTAL

Fees for rental of building facilities are charged to profit making and non-associated school groups only, and do not include charges for custodians or food service personnel when such staff is required to be on site.

### LOCAL GROUPS

Old Turnpike Middle School, 171 Old Turnpike Road, Califon, NJ 07830

Gymnasium	\$60./hr.
All-Purpose Room	\$50./hr.
*Kitchen/Cafeteria	\$80./hr.
Classrooms	\$25./hr.
Fields	\$200./day

Tewksbury Elementary School, 109 Fairmount Road East, Califon, NJ 07830

All-Purpose Room	\$60./hr.
*Kitchen/Cafeteria	\$80./hr.
Classrooms	\$25./hr.
Fields	\$200./day

\*When the kitchen is rented, a cafeteria worker must also be hired to supervise the kitchen use and "*Guidelines*" must be adhered to.

Cafeteria hourly fee:           \$15.00

Custodian hourly fee:         \$30.00

Approved: February 13, 2002

Approved as Revised: August 16, 2006

**TOWNSHIP OF TEWKSBURY**  
169 Old Turnpike Road, Califon, NJ 07830

**APPLICATION FOR FIRE & LIFE SAFETY PERMIT**

**LOCATION INFORMATION OF EVENT OR ACTIVITY**

<b>MUNICIPAL CODE</b>	1024	<b>REGISTRATION NO.</b>		<b>MUNICIPALITY</b>	TOWNSHIP OF TEWKSBURY HUNTERDON COUNTY
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**APPLICANT INFORMATION - ALL INFORMATION MUST BE FILLED IN**

Physical Location of Event / Activity	
Type of Function	

<b>ORGANIZATION / APPLICANT INFORMATION</b>	<b>CONTACT PERSON INFORMATION</b>
Name	Name
Street Address	Street Address
Municipality	Municipality
Telephone / Cell	Telephone / Cell

PERMIT REQUESTED FOR THE FOLLOWING DATE (S)		SET-UP DATE & TIME	DATE	TIME
Estimated Number of Attendees		Event Start Time and Ending Time	From	To
Applicant requests permission to conduct the following Activity at the above location				
And/or for the storage, occupancy, use, sale, handling or manufacturing of the following				
State quantities & method for each category or material to be stored or used				

I hereby acknowledge that the information given is correct and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code, as well as any specific conditions imposed and if not, this permit may be revoked and I will be subject to penalties as provided by law.

\_\_\_\_\_  
Signature Title Date

**FOR OFFICIAL USE ONLY**

<b>CHECK IN THE AMOUNT OF</b>	\$42.00	<b>CHECK NUMBER OR CASH</b>		<b>CHECK MADE PAYABLE TO</b>	TEWKSBURY TOWNSHIP
PERMIT TYPE _____ [ ] CONDITIONS IMPOSED [ ] DENIED [ ] APPROVED PENDING PAYMENT OF FEE					

Bring or Mail To: Alan Layton, Fire Marshal  
Township of Tewksbury  
169 Old Turnpike Road, Califon, NJ 07830  
along with your \$42.00 check

\_\_\_\_\_  
Allan Layton, Fire Marshal  
(Cell) 908-328-3020