

**SPRING LAKE HEIGHTS BOARD OF EDUCATION**  
**1110 Highway 71**  
**Spring Lake Heights, New Jersey 07762**

**APPLICATION FOR USE OF FACILITIES**

**(Must be submitted to Chief School Administrator not less than seven working days before the date of the requested use)**

Organization \_\_\_\_\_ Date of application \_\_\_\_\_  
 School Facility requested:    Gymnasium \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_  
    Classroom(s) \_\_\_\_\_ Cafetorium \_\_\_\_\_ Athletic Field \_\_\_\_\_

Name of person on site running program: \_\_\_\_\_  
 Will admission fee be charged to participants? \_\_\_\_\_ Number of persons expected in building: \_\_\_\_\_  
 Amount(s) to be charged: \_\_\_\_\_  
 Explain purpose of activity: \_\_\_\_\_

Is your organization a profit-making organization? \_\_\_\_\_  
 Classification of User: (A, B, C, D) \_\_\_\_\_

<i>MONTH</i>	<i>DATES</i>	<i>TIME</i>	<i>MONTH</i>	<i>DATES</i>	<i>TIME</i>

Is your organization covered by insurance? \_\_\_\_\_

**CERTIFICATE OF INSURANCE MUST BE ATTACHED**

(Note: Check must be submitted to the Office of the School Business Administrator before use. Checks should be made payable to the Spring Lake Heights Board of Education.)

The Board of Education reserves the right to withdraw approval if your organization does not provide adequate supervision. See Policy 7510 attached to your application.

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 ORGANIZATION \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

This application must be approved by the Chief School Administrator. Organization must comply with Board of Education rules and regulations attached to your application.

Date approved by Chief School Administrator: _____ Signature of Chief School Administrator: _____ Disapproved: Reason: _____ _____ _____	Fees charged to Organization: Custodian: _____ Building Use: _____ Other: _____ Total: _____ <p style="text-align: center;"><i>*All fees must be paid prior to the event except the custodian</i></p>
--	--

**SPRING LAKE HEIGHTS ELEMENTARY SCHOOL**  
**Spring Lake Heights, NJ**

Schedule of Fees:

Scheduled Area	Class A	Class B	Class C	Class D
School auditoriums, gymnasiums, or cafeteria/all purpose room	N/A	*Appropriate custodial fees	\$75.00 per hour plus *Appropriate custodial fees	+Full out of pocket costs *Appropriate custodial fees
Classrooms	N/A	*Appropriate custodial fees	\$25.00 per hour plus *Appropriate custodial fees	+Full out of pocket costs *Appropriate custodial fees
Library	N/A	*Appropriate custodial fees	\$50 per hour plus *Appropriate custodial fees	+Full out of pocket costs *Appropriate custodial fees
Fields	N/A	*Appropriate custodial fees	Soccer Field \$10/hour Baseball Field \$25/hour Softball Field \$25/hour Small Basketball Courts \$15/hour Large Basketball Courts \$15/hour	+Full out of pocket costs *Appropriate custodial fees
Computer Lab	N/A	*Appropriate custodial fees #Appropriate support fees	\$100 per hour plus *Appropriate custodial fees #Appropriate support fees	+Full out of pocket costs *Appropriate custodial fees

\*Appropriate custodial fees = \$25 per session if during normal custodial hours. If outside normal custodial hours the fee will be \$35 per hour.