



BELVIDERE PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL FACILITIES

PLEASE RETURN TO: Lori Hesketh ~ Located in the High School Main Office @ 809 Oxford Street Belvidere, NJ 07823 | Email: lhesketh@belvideresd.org

PLEASE SUBMIT A CERTIFICATE OF INSURANCE ALONG WITH THIS FORM IN ORDER TO ENSURE YOUR DATE ALONG WITH YOUR CHECK IF FEES APPLY TO YOUR EVENT .

Applicant: (Please Print) _____ Today's Date: _____

Nature of Activity: _____

Facilities and/or Equipment Requested: _____

Date(s) of Activity/Event: _____ Start Date/Time: _____ End Date/Time: _____

Actual Date/Time you need to gain entry into the building for event set-up: _____

Contact Person: _____ Phone: _____
(Please provide number where contact could be reached)

If you are using the Auditorium, please check this box and fill out the last page

Permission granted by:

Assistant Principal/Athletic Director/Date

Building Principal/Date

Board Of Education/Date

Recorded on Calendar: _____ Date

By: _____
Print Name

Name of Liability Insurance Company: _____(Attached)

A CERTIFICATE OF INSURANCE NAMING THE "BELVIDERE SCHOOL DISTRICT AS ADDITIONAL INSURED" AND SPECIFYING THE EVENT AND DATE REQUESTED MUST ACCOMPANY THIS APPLICATION, UNLESS BEING USED BY A SCHOOL SPONSORED GROUP.

Signature: _____ Date: _____

If permission is granted, the applicant will assume responsibility for the preservation of order, damage to or loss of property, and liability for personal bodily injuries to any performer or spectator incurred any place on the school property. The undersigned has read the attached information regarding use of school facilities and agrees to all regulations governing the use of school property. The Board of Education reserves the right to rescind any prior approval, and at all times shall not have free access to all parts of the building, whether rented or not.

****AED (Automatic External Defibrillators) on premises****

Locations of AED's: Outside Auditorium; High School Gym Lobby; Oxford St. Elementary School Gym Hallway

Original: Principal - Main Office
Copies: Custodial Supervisor
Elizabeth Kurpat (For Auditorium Use)