

Greenwich-Stow Creek Partnership School
Request for Use of School Facilities

This request is submitted to the Greenwich Township or Stow Creek Township Board of Education for the use of school facilities as indicated:

Stow Creek School _____ Morris Goodwin School _____
Gym _____ Cafeteria _____ Classrooms (How many?) _____
Podium _____ P.A. System _____ Folding Chairs (How many?) _____ Tables (How many?) _____
Today's Date _____ Date(s) facilities requested _____
Name of applicant _____
Address of applicant _____
Daytime Phone Number _____ Evening Phone Number _____
Name of organization _____
Address of organization _____ Phone Number _____
Type of program / function, activity to be held _____

people expected to attend _____ Activity time(s) from _____ to _____ a.m./p.m.

Arrival and departure time of applicant for setting up/cleaning up (if different from above)
(arrival) _____ a.m./p.m (departure) _____ a.m./p.m

Will admission fee be charged? ()Yes ()No Will goods, products or services be sold? ()Yes() No

When custodial services are required, **the organization may be billed**, at the overtime rate if applicable. It is understood that the use of the facilities will be limited to the description provided on the Use of School Facilities Request Form on file in the Board Office.

Proof of Insurance: Non-School affiliated organizations must provide an Additional Insurance Endorsement of \$One Million per event, including full Comprehensive General Liability, with Greenwich Township/Stow Creek Township School District listed as additional insured. (Attach copy of rider to this form)

Insurance Company: _____ Policy #: _____

Applicant Signature _____ ***Date*** _____

Approval: Building Administrator _____ ***Date*** _____

Superintendent _____ ***Date*** _____

Custodian

Supervisor

Applicant