



**HIGHLANDS ELEMENTARY SCHOOL**

360 NAVESINK AVENUE, HIGHLANDS, NEW JERSEY 07732-1323 - TELEPHONE: (732) 872-1476 FAX: (732) 872-0973

**Application – Community Use of Highlands Elementary School Facilities**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Check one:  Profit  Nonprofit Number of people expected to attend \_\_\_\_\_

Executive Officer \_\_\_\_\_ Phone No. \_\_\_\_\_

Supervisor in charge of activity \_\_\_\_\_ Phone No. \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Time: \_\_\_\_\_ Total Hours \_\_\_\_\_

Purpose of request: \_\_\_\_\_

Equipment requested (if none, indicate): \_\_\_\_\_

In case of facility or equipment damage, please bill \_\_\_\_\_

**CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THIS APPLICATION.**

**Payment must be made payable to the “Highlands Board of Education”.**

- | Facilities Requested   | Schedule of cost (indicate number of hours): |
|--|--|
| <input type="checkbox"/> Multipurpose (gym) (200 people maximum) _____ | \$200 (4hrs + \$25/additional hour)          |
| <input type="checkbox"/> Cafeteria (100 people maximum) _____          | \$200 (4hrs + \$20/additional hour)          |
| <input type="checkbox"/> Library/Media Room (25 people maximum) _____  | \$100 (2hrs + \$15/additional hour)          |
| <input type="checkbox"/> Classroom (25 per classroom maximum) _____    | \$100 (2hrs + \$15/additional hour)          |
| <input type="checkbox"/> Athletic Field _____                          | No Charge N/A                                |

Weeknight, straight time  
Weekend, time and 1/2  
Holiday, double time

Nonprofit organizations will not be charged a facility or custodial fee when event occurs during normal custodial hours. Weekend and holiday custodial rates will be charged (time and 1/2 and double time, respectively). No activity shall run past 10 PM without prior written request and approval by school administration or designee.

I have read these Rules and Regulations concerning rental of school facilities and hereby agree to assume the responsibility involved in such an agreement. I also agree to leave the school facilities in proper condition at the end of such use. The organization agrees to reimburse the Board of Education for any damage to the facility or equipment.

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

**FOR SCHOOL USE**

The above request has been:  Approved  Rejected

Charge for Facility \_\_\_\_\_

Custodian Fee \_\_\_\_\_

\_\_\_\_\_  
School Board Secretary

\_\_\_\_\_  
Superintendent of Schools