

**Hanover Park Regional High School District**  
75 Mt. Pleasant Avenue, East Hanover, NJ 07936

**APPLICATION FOR THE USE OF SCHOOL FACILITIES**  
(Please complete and return to the office of the Superintendent of Schools)

Date: \_\_\_\_\_

1. Name of Organization: \_\_\_\_\_

2. Name of Sponsor: \_\_\_\_\_  
(This shall be the person responsible for enforcing the regulations of the Board of Education. He/she shall also be personally responsible for making all necessary arrangements with the school and shall sign the application)

3. Facility Requested: \_\_\_\_\_  
(School)

Athletic Fields  Cafeteria  Commons  Classroom (No.)   
Gymnasium  Theater  Other

4. Purpose for which facilities are requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Date(s) of Use (include all rehearsals, if any):

<u>Day of Week</u>	<u>Date</u>	<u>Purpose</u>	<u>From</u>	<u>Time</u>	<u>To</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. School equipment requested:

Folding Chairs (No.) \_\_\_\_\_ Piano  Projector  Risers, H.S.   
Speaker Stand  Stage Lights  Public Address System  Other

I have read the rules and regulations of the Board of Education and hereby agree to abide by and enforce them. I further agree to be responsible for any damages arising from the use of these facilities.

Signature of Sponsor: \_\_\_\_\_  
(Organization)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

**For Office Use Only:**

Date Checked and Recorded: \_\_\_\_\_

Deposit: \_\_\_\_\_ Rental Charge: \_\_\_\_\_ Stage Charge: \_\_\_\_\_ Service Charge: \_\_\_\_\_

Police Charge: \_\_\_\_\_ Custodial Charge: \_\_\_\_\_ **Total Charge:** \_\_\_\_\_

**Approved by Superintendent:** \_\_\_\_\_