

PERMISSION FOR USE OF SCHOOL BUILDING/GROUNDS

Group/Organization Name_____

*Date Desired_____

Grade_____

Person Applying_____

Purpose_____

Position_____

Mailing Address_____

Time of Use_____

Equipment Needed_____

Telephone #_____

Allamuchy School

Mountain Villa School

Rutherford Hall

Room Desired_____

Does group have INSURANCE: Yes_____ No _____

(If checked yes, submit copy of insurance policy.)

*If blanket permission is desired for meetings, please list **ALL** individual dates below:

The group signing below assumes all responsibility for the safety of all school property and assumes all responsibility for the safety of all participants in the above activity. Additionally, the group agrees to pay any and all fees as may be charged according to Board Policy.

Group/Organization_____

Authorized Signature

Title

Date of receipt:_____

_____ Approved by Administration

_____ Rejected (reason)_____

NOTE: At any given time the Board of Education has the right to limit this permit based upon building and field conditions. Failure to comply with the ruling will result in privileges being revoked.

To All Utilizing the Facilities at Allamuchy Township School District

Your request for use of our facilities has been approved. We ask that you read and communicate the following list of facility rules to your group.

Please understand that failure to follow our rules may result in a loss of facility privileges. Your cooperation is appreciated!

1. Limit your group and activities to the area of the building assigned. Do not enter other areas of the facility.
2. Respect the property and spaces of others. Leave the facilities the way you found them and do not remove or relocate any property. Students and teachers leave their property in their respective rooms. **DO NOT MOVE OR USE PERSONAL PROPERTY.**
3. All children must be supervised at all times and are not allowed to wander around in the building.
4. Report dangerous or damaged conditions to the custodial staff on duty.
5. Follow the direction of the custodial staff on duty at all times.
6. The following areas are **always off limits:** school office, faculty room, nurse's office, child study team office, custodial areas, cafeteria kitchen (unless specifically requested).
7. For group utilizing the school facility after school hours that are not associated with the school: the school will make every attempt to notify students in the case of a cancellation. However, it is the responsibility of the group leader to ensure that the parents of those students are notified.
8. If you are planning on consuming food in the ATS cafeteria or MVS great room, it must be approved in advance by the building administrator. All users must adhere to the nut free tables in the cafeteria.

*****AUTOMATIC EMERGENCY DIFIBULATORS:**

Allamuchy School

- **FACULTY ROOM ON WALL IMMEDIATELY ON THE LEFT AFTER YOU ENTER**
- **NURSE'S OFFICE**
- **GYM WALL BY P.E. OFFICE**

Mountain Villa School

- **Great Room – Outside the Boys Bathroom**