

**IN DISTRICT USE ONLY**

**HADDON HEIGHTS SCHOOL DISTRICT**  
**APPLICATION FOR USE OF SCHOOL FACILITIES**

**Forms should be submitted at least 10 days prior to date of use:**  
**To request the use of elementary building/facilities – submit completed forms to the Elementary School Principal’s Office**  
**To request the use of high school building/facilities – submit completed forms to the Athletic Director’s Office**

Name of school requested: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Event time: From \_\_\_\_\_ To \_\_\_\_\_

Set up time: \_\_\_\_\_

Size of Audience anticipated \_\_\_\_\_ Will admission fee be charged: Yes \_\_\_ No \_\_\_ Amt. \_\_\_\_\_

Number of Chaperones \_\_\_\_\_

List two district employees who will be present at the time the facilities are being used and who will accept responsibility for the safety and security of those in attendance as well as the facilities.

<u>Name</u>	<u>School</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____

The undersigned hereby makes application for use of school facilities and agrees to be bound by the Haddon Heights Board of Education regulations.

Employee making arrangements: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**ATLANTIC AVENUE**

Gym \_\_\_\_\_  
Cafeteria \_\_\_\_\_  
Computer Lab \_\_\_\_\_  
Library \_\_\_\_\_

**GLENVIEW AVENUE**

Cafeteria \_\_\_\_\_  
Multi-Purp. Rm \_\_\_\_\_  
Computer Lab \_\_\_\_\_  
Library \_\_\_\_\_

**SEVENTH AVENUE**

Cafeteria \_\_\_\_\_  
Multi-Purp. Rm \_\_\_\_\_  
Computer Lab \_\_\_\_\_  
Library \_\_\_\_\_

Please specify room # for other rooms:

Other Room(s) \_\_\_\_\_ Other Room (s) \_\_\_\_\_ Other Room (s) \_\_\_\_\_

**EQUIPMENT** (Please use space provided below to draw diagram of or describe how you would like tables, chairs, etc. set up for your event).

**HIGH SCHOOL/JUNIOR SCHOOL**

Gym \_\_\_\_\_ Auditorium \_\_\_\_\_ Other Room(s) (Please specify rm #) \_\_\_\_\_ Cafeteria \_\_\_\_\_

Wrestling Room \_\_\_\_\_ Locker Room \_\_\_\_\_ Library \_\_\_\_\_ Computer Labs (room #) \_\_\_\_\_

**EQUIPMENT** (Please use space provided below to draw diagram of or describe how you would like tables, chairs, etc. set up for your event).

Podium w/microphone \_\_\_\_\_ Stage and lights operator \_\_\_\_\_  
Risers \_\_\_\_\_ Curtain operator \_\_\_\_\_  
Table(s) \_\_\_\_\_ Sound System \_\_\_\_\_  
Chair (s) \_\_\_\_\_ Bleachers \_\_\_\_\_  
Projector & Screen \_\_\_\_\_ Public Address System \_\_\_\_\_  
Other \_\_\_\_\_

**Cafeteria Facilities – High School, Atlantic Ave., Seventh Ave., and Glenview Ave.**

**FACILITIES**

NO SCHOOL EQUIPMENT \_\_\_\_\_ Number of cafeteria help needed \_\_\_\_\_  
Dishwasher (required additional cafeteria employee) \_\_\_\_\_  
Cafeteria Counter \_\_\_\_\_ Sink, Water, Electricity \_\_\_\_\_  
Pans, utensils \_\_\_\_\_ Dishes, glassware, silverware \_\_\_\_\_  
Oven \_\_\_\_\_

**DIAGRAM:**

(Official Use Only) \_\_\_\_\_

Date Submitted \_\_\_\_\_ Logged by \_\_\_\_\_ Superintendent's Signature \_\_\_\_\_

