



## BUILDING/FIELD USE INFORMATION

### BOARD POLICY:

- Please see Use of Facilities Policy and Regulation 7510 for specifics regarding building and grounds use. A copy of both may be obtained from the business office.

### PROCEDURE FOR APPLYING FOR USE OF SCHOOL DISTRICT FACILITIES:

1. Complete the application—all information must be included—and submit to the Business Office. This should be completed at least six weeks prior to the first date requested.
2. The Business Office will ascertain if the dates/times are available and will notify you of the number of available dates.
3. Prior to approval of your application an insurance certificate naming the North Haledon Board of Education as an additional insured must be submitted. The cost of this insurance will be assumed by the sponsoring organization.
4. Written approval will be mailed after all requirements are met.

*Please note: If school is closed due to inclement weather, then your use of the building is cancelled for that date. If a school function is scheduled for one of the above dates, you will be notified of the cancellation of your use of the building. The Board of Education does not permit smoking or the use of alcoholic beverages on any school property. Please be sure to have proper adult supervision at all times. It is required that your adult supervisor notify the custodian on duty when leaving the building at the end of your approved activity.*