

MANCHESTER TOWNSHIP PUBLIC SCHOOLS

Application for Use of School Facilities			
ORGANIZATION			
NAME	DATE		
ADDRESS	TELEPHONE NO.		
CITY, STATE, ZIP	TELEPHONE NO.		
Facility Requested			
High School		Ridgeway School:	
Auditorium		All Purpose Room	
Athletic Fields		Athletic Fields	
Cafeteria		Whiting School:	
Gymnasium		All Purpose Room	
Auxiliary Gym		Athletic Fields	
Kitchen & Facilities		Manchester Elementary:	
Media Center			
Middle School		All Purpose Room	
Athletic Fields		Athletic Fields	
Gymnasium		Media Center	
Cafetorium		OTHER	
Kitchen & Facilities			
Date(s) Requested		Hours	
Purpose:			
Equipment or Services Desired:			
Number of Participants:	Admission charge?	Amount:	
Copy of Insurance Certificate and/or Binder Attached (must be on file prior to requested date or use will be denied)			YES NO (CIRCLE ONE)
Remarks:			
Signature of Applicant:			
<p>The signing of this application binds the applicant to abide by the Rules and Regulations of the Manchester Township Board of Education. A copy of the Rules and Regulations is available at the Office of the Board Secretary. All rentals are subject to cancellation in the event of an unexpected school activity. In the event that schools are closed for any reason, all events will be canceled and rescheduled upon application.</p> <p>Note: Listen to the local radio station to determine whether the facility will be closed and call the following business day to reschedule your event.</p>			

ROUTING:	APPROVAL (DATE)	DISAPPROVAL (DATE)	CORRESPONDENCE (IF REQUIRED) SENT
Building Principal			
Superintendent of Schools			
Buildings & Grounds Department			
Business Office			
Buildings & Grounds Department			

DISTRIBUTION, after routing:

WHITE	Board Office (Buildings & Grounds)
YELLOW	School Principal
PINK	Head Custodian or Groundskeeper
GOLDENROD	Applicant