



Little Falls Township Public Schools

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REQUEST FOR USE OF BUILDINGS/GROUNDS FOR THE SCHOOL YEAR 2024-2025

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT

DATE OF REQUEST _____

We the officers of _Township of Little Falls _____

Here-by request permission to use the facilities at School No. _____ as follows:

<u>DATE</u>	<u>TIME</u>	<u>SPACE/ROOM</u>	<u>NAME OF EVENT</u>	<u>COST PER CHILD</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

This request is made with the understanding that the use of these facilities shall be in accordance with the rules and regulations of the Little Falls Board of Education.

Signature/Title

Address

Email Address

Telephone #

RULES AND REGULATIONS:

1. Copy of your insurance coverage for this request **required** at time of submission.
2. No one is to wander the halls of the schools.
3. Refreshments served only in the Cafeteria.
4. Clean room after using it.
5. Activity restricted to room assigned.
6. All activities must be under the supervision of an adult.
7. If applicable, upon approval, all fees must be paid in full prior to the start of the request. (see chart below)
8. Allowing you to use our facilities, we assume you are following the rules and regulations of your sport and have a certified coach present at all times.

	Week Day	Weekend/Nights
All Purpose Room	\$50.00 per hour	\$60.00 per hour
Grass Fields	\$50.00 per hour	\$60.00 per hour
Use of Classrooms	\$50.00/room per hour	\$60.00/room per hour

1. Individual rates are based on a maximum of four hours use: each additional hour will be assessed at \$15.00 per hour. A surcharge for air conditioning, if requested, will be assessed at \$30.00 per day of usage. STEAM Labs are not available for use by outside organizations.

Additional Charges for all Groups Using School Facilities

Custodial	Charges after 10:00pm on school days, Saturdays, and when custodians are not normally on duty other days.	As Per Custodial Contractual Rate
Custodial	Charges will be assessed at a minimum of thirty minutes prior to event to allow for set-up and at a minimum of thirty minutes after all participants have exited for cleanup.	As Per Custodial Contractual Rate
Custodial	Charges on Sundays	As Per Custodial Contractual Rate

2. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment will be requested in advance of the use.

The above request has been approved (check above for possible notations or exceptions) as reads/rejected due to a prior commitment for the time and space requested.

Superintendent of Schools

Date

BOARD APPROVAL DATE: _____