

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
687 Route 9, Cape May, New Jersey 08204

APPLICATION AND AGREEMENT FOR USE OF FACILITIES

Use one application for each event-mail application to administration office.

Date _____

1. Name of organization: _____
Mailing address: _____

2. Officers of organization: President _____
Secretary _____

3. Person making arrangements with school: Name _____
Telephone _____

4. Person responsible for supervising activity: Name _____
Telephone _____

5. School requested: High School _____ RMT _____
6. Facility requested, check appropriate box: Cafeteria (not kitchen) _____
Paul W. Schmidtchen Theatre _____ Classroom (which?) _____
Large Gym _____ Small Gym _____
Field (which?) _____ Other _____
7. School equipment requested: (if use is granted, responsibility for setting up activity
and use of equipment rests with the requesting group)
Tables (number) _____ Chairs (number) _____ Head Table _____
Use of PA system _____ Extra microphones _____ Podium _____
Other _____

8. Purpose for which facilities are requested: _____
9. Certificate of Insurance is required, which must be provided with this application. **Lower Cape May Regional must be named "Additional Insured" and a copy of the Policy Endorsement that adds the district as an additional insured.**

10. Will admission be charged? _____ If so, price of admission _____
Estimated number of participants _____

11. A signed Statement of Compliance will be required hereby acknowledging that you have reviewed the school district policy/regulation for the management of concussions and other head injuries and you agree to fully comply with all requirements of that policy (**this is a mandatory requirement for all athletic organizations including youth sports team organizations**).

12. FEES – Will be determined by the School Business Administrator, based on the type and needs of event being requested (see General Regulations for Use of Buildings and Grounds)

13. DATE OF USE (include all rehearsals)

MONTH(S)	DATE(S)	TIME(S)

*****SMOKING IS PROHIBITED ON SCHOOL GROUNDS*****