

**BOARD OF EDUCATION  
RIDGEFIELD, NEW JERSEY**

**APPLICATION AND REGULATIONS FOR USE OF RIDGEFIELD SCHOOLS AND FACILITIES**

The public schools are the property of all the citizens of the community.  
The Board of Education is the Trustee and Custodian of this public property.  
To help in the care and good maintenance of this public trust, the Board of Education feels obligated to formulate the following practice and procedures in regard to the use of the Ridgefield Public Schools and facilities:

- 1) Application for use of the building is to be made to the Principal of the School. Requests must be in writing.
- 2) A responsible adult must be in charge of all activities and assume responsibility for the conduct of users, and the possible damage to school property. Such adult should be aware that unbecoming conduct, abuse of the granted privileges, or damage to school property will cause immediate withdrawal of permission to use the building or facility.
- 3) School equipment is not to be used without special written permission, and no one is to use the gymnasium floor without regulation shoes.
- 4) **NO** smoking in the school house. If a play calls for a scene on stage with smoking, this is permissible if the Fire Inspectors are notified and a suitable fire extinguisher is immediately available in the stage wings. **DO NOT SMOKE** in classrooms.
- 5) The Board of Education reserves the right, through the Principal or Superintendent of Schools, to cancel any appointments when the facilities are needed for school purposes, or other civic activities.
- 6) Facilities will not be available during any school vacation.

Facilities required \_\_\_\_\_

Organization/Group \_\_\_\_\_

Date and Hours required \_\_\_\_\_

Authorized person in charge \_\_\_\_\_

Intended Use of Facility \_\_\_\_\_

Address \_\_\_\_\_

**Will the following be required:**  
(please check one)

Telephone No. \_\_\_\_\_

**Fire Marshall service**                      Yes \_\_\_\_\_                      No \_\_\_\_\_  
Dates: \_\_\_\_\_  
Performance Hours: \_\_\_\_\_

**Special Police service**                      Yes \_\_\_\_\_                      No \_\_\_\_\_  
Dates: \_\_\_\_\_  
Performance Hours: \_\_\_\_\_

Will there be a Admission Charge                      Yes \_\_\_\_\_                      No \_\_\_\_\_

**RENTAL COST**     \$ \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

\_\_\_\_\_  
(Approved - Building Principal)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Approved - Business Administrator/Board Secretary)

\_\_\_\_\_  
(Date)