

Red Bank Charter School
58 Oakland Street, Red Bank, NJ
Building Use Form

Name of Organization _____ Date of Application _____

Contact Name _____ Home Phone _____

Mailing Address _____

Work or Other _____

Fax Number _____

Area of Building _____ Number of People _____

Date(s) _____

Time of Day: From _____ To _____

Number of Chairs _____ Tables _____

Other Services/Furnishings Needed _____

Public Address System Required? _____

I have read the policies and regulations governing the use of school buildings and grounds (as they pertain to all restrictions); they have been called to the attention of those in the organization which I represent and I assure the Board of Trustees that they will be observed and that my organization will assume all responsibility for any damage or loss.

I understand that the building must be completely vacated by 10:00 PM unless the Board Office has previously granted permission. Rates are \$35/hour (Monday-Friday) and \$50/hour (Saturdays, Sundays). School activity use of building and grounds or related school group activity shall have priority over all outside groups.

I understand that the Board of Trustees reserves the right to cancel scheduled activities should emergencies arise.

Signature of Applicant _____

____ Approved ____ Denied

by _____ Date _____

Reason for denial _____

RED BANK CHARTER SCHOOL

OMNI ROOM USE REQUEST

NAME _____ TODAY'S DATE _____

NEED ROOM FOR _____

DATE ROOM NEEDED _____ START TIME _____ END TIME _____

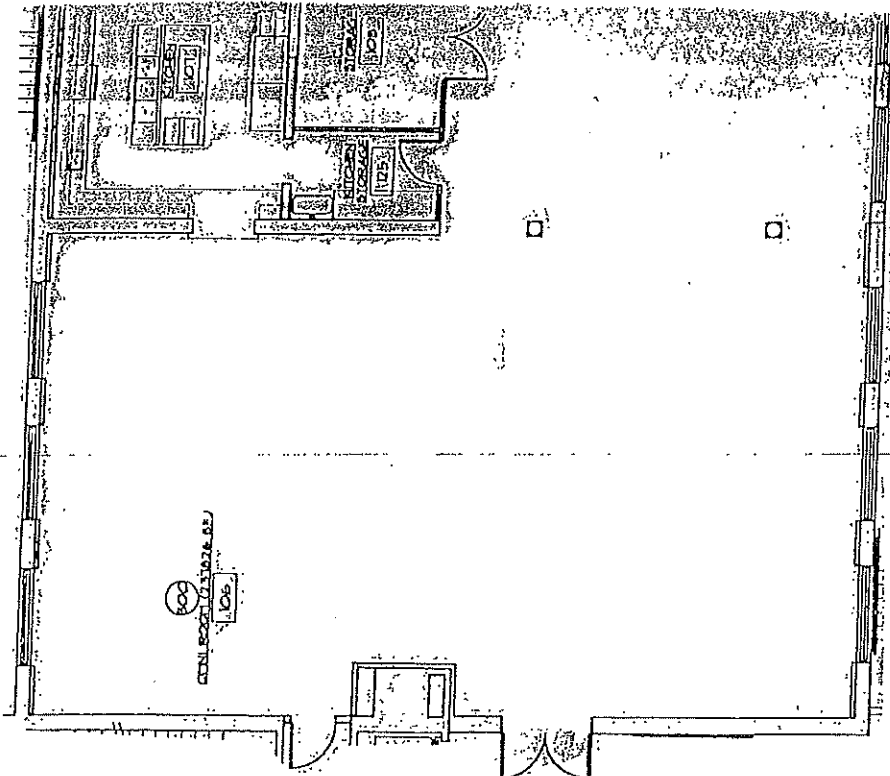
TABLES NEEDED _____ # CHAIRS NEEDED _____

PUT CHECK MARK BY ITEMS NEEDED BELOW:

PODIUM _____ PA SYSTEM _____ VIDEO SCREEN _____

SERVING TABLES _____

PLEASE INDICATE APPROXIMATE PLACEMENT OF TABLES, PODIUM, ETC.



APPROVED BY _____ DATE _____

CC: DARLENE
MIKE WOODS
CHUCK MILLER