

**MORRIS PLAINS BOARD OF EDUCATION**

500 SPEEDWELL AVENUE  
 MORRIS PLAINS, NJ 07950  
 (973) 538-1650

APPLICATION FOR USE OF SCHOOL PROPERTY PERMIT FORM	
NUMBER	DATE SUBMITTED

**BOROUGH SCHOOL OR MT. WAY SCHOOL**

ROOM OR FIELD REQUESTED:

SPECIAL EQUIPMENT REQUESTED: LOCATION \_\_\_\_\_

CHECK ITEM(S) NEEDED; INDICATE THE NUMBER IF MORE THAN ONE

_____ CHAIRS	_____ RESERVED SEATS	_____ TV
_____ EASEL	_____ RISERS	_____ VCR
_____ MICROPHONE	_____ SCREEN	<b>IF SPECIFIC LAYOUT IS DESIRED, COMPLETE BOTTOM OF FORM</b>
_____ OVERHEAD PROJECTOR	_____ TABLES	
_____ PODIUM	_____ TRASH CANS	OTHER: _____

DATE(S) REQUESTED:

TIME(S) REQUESTED:

FROM \_\_\_\_\_ TO \_\_\_\_\_

PURPOSE OF ACTIVITY:

ESTIMATED ATTENDANCE:	ADMISSION CHARGE	AMOUNT PER PERSON:
	YES                      NO	ADULT: \$                      STUDENT: \$

ADMISSION CHARGE TO BE USED FOR:

If this application is granted, the undersigned and the organization which he/she represents as agent hereby agrees to assume full liability for any and all damage to property and injury to persons therein during the period of such use whether said damages or personal injury are caused by employees of the Board of Education or otherwise, full responsibility for the preservation of order the building, and full responsibility for the proper observance of the regulations stipulated on the back of this application .

\_\_\_\_\_

NAME OF ORGANIZATION

\_\_\_\_\_

CONTACT PERSON

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER

\_\_\_\_\_

OPTIONAL PHONE NUMBER

\_\_\_\_\_

EMAIL ADDRESS

\_\_\_\_\_

**FOR BOARD OF EDUCATION USE ONLY**

<b>APPROVED</b>	DATE _____
YES                      NO	

**COMPLETE THIS SECTION FOR SPECIFIC LAYOUT:**