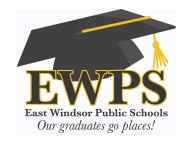
Updated: May 2025



APPLICATION FOR PUBLIC USE OF SCHOOL FACILITIES

NOTE: Due not less than 14 days before the day for which the application is made. Payment is required five business days prior to the event.

Date of Application: I. Applicant Information: Organization/Individual Name: Contact Person: Title/Position: Mailing Address: City, State, Zip Code: Phone Number: Email Address: **II. Facility Request: School Building Requested:** ☐ Broad Brook Elementary School ☐ East Windsor Middle School ☐ East Windsor High School School Facility Requested: (Please check all that apply) ☐ Gymnasium \square Athletic Field(s) (Specify): ☐ Auditorium/Stage ☐ Cafeteria ☐ Library/Media Center ☐ Classroom(s) (Specify number): \square Other (Please specify): Requested Date(s) and Time(s) of Use: Start Date: End Date: Start Time: End Time: Purpose of Use (Be specific):

Type of Event		
☐ Academic☐ Arts/Performing Arts☐ Athletic	☐ Religious ☐ Political ☐ Other	
Number of adult participants	Number of child participants	
Number of spectators or attendees		
Will admission be charged? ☐ Yes ☐ No		
If yes, what is the fee? \$		
What will proceeds be used for?		
Will any special equipment or setup be required? ☐ Yes ☐ No		
If yes, please describe:		
Will food or beverages be served? \square Yes \square No		
If yes, please describe:		
Are you requesting the use of school equipmen	nt (e.g., tables, chairs, audio-visual)?	
☐ Yes ☐ No		
If yes, please specify:		
III. Insurance and Liability:		
Do you have liability insurance? □ Yes □ No		
If yes, please provide the name of your insurance	provider and policy number:	
Insurance Provider:	1 /	
Policy Number:		
Please submit proof of insurance with this form		

IV. Agreement and Acknowledgement:			
 □ I/We have read and understand the East Windsor Public Schools' policies and procedures regarding the public use of school facilities and agree to abide by them. Further, I/we understand that failure to comply with said policies and procedures will result in my/our removal from the East Windsor Public Schools facilities and forfeiture of any fees paid to the district. □ I/We heresy agree to indemnify and save harmless the Town of East Windsor, the East Windsor Board of Education, their agents, employees and elected officials from and again all damages, expenses and claims which they may suffer because of the use of the facilitie named in this agreement. I/We agree to be responsible for any damages to the facilities or equipment that occur as a result of our use. □ I/We agree to leave the facilities in a clean and orderly condition immediately following o event. □ I/We understand that the East Windsor Public Schools reserves the right to deny or revoked facility use based on scheduling conflicts, policy violations, or other valid reasons. 			
Signature of Applicant:	Date:		
Printed Name of Applicant:			
Submit this completed form and all related documentation to the EWPS Director of Finance			
This section to be completed by the East Windsor Public School	ols		
Approved: □ Yes □ No			
Date Received:			
Facility Use Fee (if applicable): \$ Custodial Fee (if applicable): \$ Other Fees (if applicable): \$			
		Total Fee: \$	
		Copy of 403B Form (Non-profit status) Received: ☐ Yes ☐ No	
Insurance Certificate Received: ☐ Yes ☐ No			
Police Presence Required: ☐ Yes ☐ No * Applicants are required to contact the EWPD directly and confirm police presence with the Business Office			
		Conditions/Notes:	
Signature: Signature of Superintendent:	Date:		
orginature or ouper intenuent.			