

**TEANECK COMMUNITY CHARTER SCHOOL**  
Teaneck, New Jersey

**APPLICATION FOR USE OF SCHOOL BUILDING FACILITIES**  
**Room Reservation Form**

**From:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit the completed form to the room reservation Coordinator at least **10 business days prior to the date of the function.** Check the school calendar for room availability before submitting your reservation. Where possible, please indicate any technology to be used or refreshments to be served at the time of your reservation. Your function is not confirmed until you receive written approval from the room reservation coordinator

**Requestor Primary Contact:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **and Email:** \_\_\_\_\_

**Name of Event or Function:** \_\_\_\_\_

**Purpose of Event/Education Relevance:** \_\_\_\_\_

<b>Date of Function</b>	<b>Time of Function</b>	<b>Number Attending</b>	<b>Room Requested</b>	<b>Room Assigned</b>

**Audio/Visual Equipment:** Please circle the items that might be used (note-TCCS will not supply these items)

<b>VCR/TV</b>	<b>LCD Overhead Projector</b>	<b>Camcorder</b>	<b>Microphone Amplification</b>	<b>Sound System</b>	<b>Other</b>
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**Will refreshments or food be served? Yes or No** (If yes, your group is responsible for setup and basic clean up.) The custodian on call will remove trash and mop designated area.

**Deposit attached:** yes or no *Cancellation must happen in writing at least 3 days prior to the event or the deposit will be forfeited.*

I hereby certify that I am authorized by the above organization to make this application in their name and on their behalf, and that the facts contained herein are correct. False statements will result in the cancellation of the use or denial of future uses.

I further certify that the organization agrees to abide by the Teaneck Community Charter school's Rules and Regulations governing the use of the school as stated. The organization agrees to complete all forms, pay all fees, and reimburse the Charter school for any damage resulting from this reservation.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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**TEANECK COMMUNITY CHARTER SCHOOL USE ONLY**

Certificate of Insurance on file: Yes \_\_\_\_\_ No \_\_\_\_\_

Fees:

Rental \$ \_\_\_\_\_ ( if additional rental charge is required)

Custodial \$ \_\_\_\_\_ (total hours @ \$25.00) \_\_\_\_\_

Approved by: \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

Payment due date: \_\_\_\_\_

Cash: \_\_\_\_\_

Check# \_\_\_\_\_