



**PLAINFIELD BOARD OF EDUCATION**  
**OFFICE OF FACILITIES & GROUNDS**

920 PARK AVE  
PLAINFIELD, NJ 07062  
908.731.4356 (phone) 908.731.4357 (fax)

**REQUEST FOR USE OF FACILITIES**  
**(INTERNAL)**

This request should be completed and return for processing.  
Requests can be faxed to 908-731-4357.

Applicant's Name & Phone #: \_\_\_\_\_

Building or Facility Requested: \_\_\_\_\_

Specific area(s): \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Projected attendance: \_\_\_\_\_

Date and time to open: \_\_\_\_\_

Function start time: \_\_\_\_\_ End: \_\_\_\_\_

Paid Security Officers Requested: \_\_\_\_\_

Responsible person in attendance: \_\_\_\_\_ Phone# \_\_\_\_\_

Responsible person in attendance: \_\_\_\_\_ Phone# \_\_\_\_\_

Responsible person in attendance: \_\_\_\_\_ Phone# \_\_\_\_\_

Equipment requested: \_\_\_\_\_

Food served or kitchen facility requested: \_\_\_\_\_

Funding Sources or Authority: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Requests for use of school facilities during evening hours (after 6:00 pm), weekends and holidays fall under the direction of the Office of Facilities & Grounds. All requests must be submitted at least **TWO WEEKS** in advance to the Office of Facilities & Grounds and include appropriate funding resources and authorization. The requester is responsible for control of all persons associated with his/her use of the building including crowd control and security of the facility. The "responsible person" is charged with insuring that his/her activity complies with appropriate laws and reasonable safety precautions.