



ELK TOWNSHIP SCHOOL DISTRICT
Aura Elementary School

900 Clerms Run • Glassboro, NJ 08028 • P. 856-881-4551 • F. 856-881-3674 • www.auraelementary.us
Dr. Piero Gravenor, Superintendent • Dr. Anthony Fitzpatrick, Assistant Superintendent • Joseph Collins, Business Administrator
Wayne Murschell, Principal • Jackie Scerbo, Director of Special Services/CST

FACILITY USE FORM

Today's Date: _____

Name of Applicant:	
Telephone:	e-mail:
Name of Organization:	
Date(s) Needed:	
Times Needed:	
Circle Location Needed: (All Purpose Room) (Playground) (Library) (Classroom) (Parking Lot)	
Equipment / Setup: (Tables, Microphone, etc)	
Purpose for use:	
Are you prepared to provide insurance coverage? Yes No	
<i>A certificate of insurance, for liability coverage, must be presented with this form stating that the Elk Township Board of Education facility (Aura School) is a location where the group is insured.</i>	
<i>Payment for custodial services will be necessary if the activity exceeds regular working hours.</i>	
<i>It is understood that your group, if granted permission, will be responsible for any property damage. Should damage be incurred, the privilege of using facilities may be revoked.</i>	

ALL REQUEST MUST BE SUBMITTED TO THE PRINCIPAL'S OFFICE PRIOR TO THE THIRD THURSDAY OF EACH MONTH TO ENSURE BOARD APPROVAL PRIOR TO THE ACTIVITY.

Signature of Applicant

Facility Manager Approved:	Date:
Principal Approval:	Date:
Board of Education: Approval Date:	
Not Approved:	