

**TOWN OF BOONTON PUBLIC SCHOOLS**

434 Lathrop Avenue  
Boonton, New Jersey 07005-2254  
(973) 335-9700  
FAX (973) 335-8281

**REQUIRED CHECKLIST FOR FACILITY USERS**  
(All documents must be returned with your Application)

GROUP: \_\_\_\_\_

DATE: \_\_\_\_\_

**DOCUMENT**

**ENCLOSED**

Completed Application

\_\_\_\_\_

Certificate of Insurance

\_\_\_\_\_

Hold Harmless Agreement

\_\_\_\_\_

Fire Permit (if applicable)

\_\_\_\_\_

Roster of Participants w/Town of Residence  
(for recreation activities only)

\_\_\_\_\_

**PLEASE NOTE:**

**The Board will not start the Use of Facility process until all documents are in hand.**

**If there is a charge for your organization to use our facilities, an invoice will be forwarded to you upon receipt of your application. THIS MUST BE PAID 7 DAYS PRIOR TO YOUR EVENT OR YOUR PERMIT WILL BE CANCELLED.**