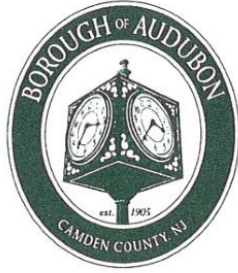


Borough of Audubon



TELEPHONE: (856) 547-0710
FAX: (856) 546-4749

606 W. NICHOLSON ROAD
AUDUBON, NEW JERSEY 08106

December 20, 2016

**RE: 2017 SCHEDULING POLICY AND PROCEDURES
BOROUGH BUILDINGS AND FIELDS**

Please be advised that effective January 1, 2017, all usage of Borough buildings and fields needs to be scheduled directly through the Borough.

At this time, this includes the Green Wave Fields, the Senior Center on Oakland Avenue and the Borough Hall meeting rooms.

All organizations will be required to complete a Facility Use Application and Agreement (Use of Facilities Form) as well as provide a proof of insurance.

These new policies ensure that all committees, sports (practices and games) and other organizations in town have equal opportunity and access to these buildings and fields as well as protecting all parties involved.

A master schedule will be managed through the Borough with a public viewing option. Details will provided at a later date.

Please call 856-547-0710 or email d.ingves@audubonnj.com to schedule your sporting events, activities, community or fundraising events.

Please call to schedule as early as possible to ensure availability. Thank you for your cooperation and Happy New Year!

Sincerely,

David Taraschi
Borough Administrator