



Keansburg Board of Education  
**EXTERNAL REQUEST**  
 Facility Use Application and Agreement

Office Use Only:

Today's Date: \_\_\_\_\_

Submitted By / Responsible Person \_\_\_\_\_

Emergency Contact Number (Mobile) \_\_\_\_\_

Email Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Authorized Organization Agent (Please Print) \_\_\_\_\_

Insurance Carrier Contact Information \_\_\_\_\_

Authorized Organization Agent Signature \_\_\_\_\_

**Please Attach Certificate of Insurance listing Keansburg Board of Education as an additional insured with this request**

By submitting this form, Responsible Party acknowledges receipt of the Keansburg BOE Board Policy 7510 and agrees to all Rules and Regulations pertaining the use of Keansburg School facilities. [Note: Facilities are not available to outside groups when school is in session; when schools are closed to inclement weather; during school holidays (including the day preceding a school holiday). If YOU wish to cancel in case of inclement weather, please call the Business Administrator at 732-787-2007 ext.2400 at least 3 hours prior to the scheduled building use.]

School for Event:   Event Location:   Estimated Attendance:

Event Description:

Will food or beverages be offered at this event?     YES     NO

Will the event require special equipment or setup?     YES     NO

Custodian or Grounds Keeper Special Instructions (Please email facilities@keansburg.k12.nj.us with any special instructions or needs for the event)

Technology Department Audio/Video Special Instructions (Please email support@keansburg.k12.nj.us with any special needs for the event)

Day(s) of Week:     M     T     W     TH     F     SA     SU

Time Frame: \_\_\_\_\_  to \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Frequency of Event:     Once     Daily     Weekly     Bi-Weekly     Monthly

**\*If this is a night event please arrange for a police offer to attend**

Fee: \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

Board Secretary \_\_\_\_\_ Date \_\_\_\_\_



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Only:

Request Special Set Up / Instructions

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Set Up Diagram

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**Keansburg Board of Education**  
 100 Palmer Place  
 Keansburg, New Jersey 07734  
 732-787-2007 X2400  
 FAX 732-787-4399

**USE OF PREMISE INVOICE - EXTERNAL**

**Organization:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email** \_\_\_\_\_

<u>Date</u>	<u>Time: From-To</u>	<u>Total Hours*</u>	<u>Total</u>
		@ \$60 + 1 hour	
		@ \$60 + 1 hour	
		@ \$60 + 1 hour	
		@ \$60 + 1 hour	
		@ \$60 + 1 hour	

**TOTAL DUE** \_\_\_\_\_

**\*All hours of use are increased by 1 hour as custodians are present to clean-up.**

\_\_\_\_\_  
 Organization Representative Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Business Office Representative

\_\_\_\_\_  
 Date