

RED BANK BOROUGH PUBLIC SCHOOLS
 76 Branch Ave | Red Bank, NJ 07701
 732-758-1500 EXT 1508 | 732-758-0140 (FAX) | www.rbb.k12.nj.us

Facility Use Application

Complete and fax (732-758-0140) or email (sullivan@rbb.k12.nj.us) this application and insurance certificate to the Business Office one month prior to the requested date of use. Before the building use may be approved, the organization must provide a Certificate of Liability Insurance coverage in an amount of \$1,000,000 sufficient to insure against any loss which may arise during the facility use to the Business Office, naming the Red Bank Borough Board of Education (76 Branch Ave, Red Bank, NJ 07701) as an additional insurer. Call for billing/pricing information.

Name of Organization/Individual:	
Address of Organization/Individual:	
Phone:	Email:

Facility Requested (Circle One) Primary School Middle School	Type Of Organization (Circle One) Profit Non Profit (Provide Proof)	Date (Month, Day, Year)	
Reason Request/Event To Be Held:		Time (Start)	Time (End)
Specific Rooms Requested: (The use of kitchen facilities requires scheduling through the Food Service Director due to federal regulations regarding school cafeterias. Contact the Business Office in advance if necessary.)			
Special Requirements/Setup (Includes ALL Technology):			
Expected Number of Attendees: ____ Adults ____ Children Are You Charging A Fee? ____ Yes ____ No			

Person In Charge of Event:	
Phone:	Email:

By signing this application, I hereby agree to comply with the Board's policy, regulations and any other conditions, which may be imposed by the Board. Under no circumstances are open flames allowed, including chafing fuel.

Applicant's Name: _____ Date: _____

Applicant's Signature: _____

OFFICE USE ONLY:

Liability Insurance Certificate Expires: _____	Organization Billable: _____
Approval Routing: ____ Principal ____ Maintenance ____ Bus. Office ____ Facilities Committee ____ Board	