



Keansburg Board of Education INTERNAL REQUEST Facility Use Application and Agreement

Office Use
Only:

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Submitted By / Responsible Person _____

Emergency Contact Number (mobile) _____

E-mail (please print) _____

Position in District _____

Authorized Keansburg BOE Employee (please print) _____

Authorized Keansburg BOE Employee Signature _____

By submitting this form, Responsible Party acknowledges receipt of the Keansburg BOE Board Policy 7510 and agrees to all Rules and Regulations pertaining to the use of Keansburg School facilities. **[Note: Facilities are not available to outside groups when school is in session; when schools are closed due 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.]**

Event Location: _____

Estimated
attendance: _____

Description: _____

of Chaperones: _____

Will the event require special equipment or setup?

☐ NO

☐ YES - Please complete page 2

Will food or beverages be offered at this event?

☐ NO

☐ YES

Day(s) of Week _____ Date(s) _____ Time frame(s) _____

Office use Only:				Fee:
Approved _____				
Building Administrator	Date	Board Secretary	Date	



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Only:

Request Special Set Up / Instructions

IF YOU NEED CUSTODIAN OR GROUNDSKEEPER PLEASE PUT IN A TICKET ON HELP DESK

IF YOU HAVE ANY VIDEO/AUDIO/SOUND REQUESTS PLEASE PUT IN A TICKET ON HELP DESK FOR TECHNOLOGY

Set Up Diagram