

**MONMOUTH BEACH BOARD OF EDUCATION
BUILDING USE APPLICATION FORM**

Today's Date: _____

1. Name of Applicant _____

2. Address of Applicant _____

3. Telephone (Cell) _____ (Home) _____

4. What part of the building or grounds is desired?

Gymnasium **Classroom** **Media Center** **Blacktop** **Other** _____

5. Describe use of facility (give details) _____

6. Date(s) facility is required _____

7. State hours which facility will be used each time: **Total Hours** _____

Beginning _____ **AM/PM** **Ending** _____ **AM/PM**

8. If a meeting is to be held, give title of subject and speaker's name _____

9. What admission will be charged? _____

10. For what purpose will proceeds be used? _____

11. Are there any special arrangements required for use of facility? Give details.

Seating (number necessary): _____ **Projector:** Yes/No

Other technology (microphones, speakers, etc): _____

12. If an organization, give name, address, and telephone number of:

President: _____

Secretary: _____

Treasurer: _____

13. If permission to use facility is given, applicant agrees to comply with all rules as shown on this contract and further agrees to pay promptly all required charges.

PLEASE SUPPLY A COPY OF CERTIFICATE OF INSURANCE FROM YOUR INSURER.

Signature of Applicant

Approved by: Superintendent: _____

Business Administrator _____ Board Approval Date _____