

FACILITY USE APPLICATION INSTRUCTIONS

Facility Use Application Form must be completed on the website.

30 days notice is required for approval of any facility request.

ALL fields on the form are **required** to be completed in order to approve an application.

Certificate of Insurance must be submitted before an application will be approved. This certificate must name the Spotswood Board of Education as the additional insured.

To read the Board policy on Community Use of Facilities, please visit our Board of Education section on the website and refer to Board Policy #7510.

If these conditions are not met, your denied application will be returned to you.

If you have any questions, please contact the Business Office 732-723-2241.