

5/11/2015

SOUTH BRUNSWICK BOARD OF EDUCATION  
Facility Use Guidelines  
Insurance, Fire Permit, Deposit

Before the Facility Use request can be approved, the organization must provide the following when required:

**INSURANCE**

A valid [unexpired] Certificate of Liability Insurance is required in all cases, specifying the following as a Certificate Holder and an Additional Insured.

South Brunswick Board of Education  
4 Executive Drive  
Monmouth Junction, NJ 08852

The minimum General Liability coverage required, Each Occurrence, is \$1,000,000. Provide the Certificate via fax to 732-297-4901, email to [facilityuse@sbschools.org](mailto:facilityuse@sbschools.org), or have it delivered to the address below.

**FIRE PERMIT**

Excluding facility use of outdoor spaces when a school building is not used at all ---

A Fire Safety Permit is obtained from the South Brunswick Township Fire Safety Bureau at 732-329-4000 x7214. The Fire Safety Bureau requires the school building name, the organization name and address, a description of the event, and event date or dates.

The township may require a Permit Fee. [Click here for permit application & more information.](#)

The organization must obtain the Fire Safety Permit from the township, and then provide a copy via fax to 732-297-4901, email to [facilityuse@sbschools.org](mailto:facilityuse@sbschools.org), or have it delivered to the address below.

[Click here for fire permit application and more permit information.](#)

**DEPOSIT**

A \$200 deposit check, made payable to South Brunswick Board of Education, should be mailed or delivered to the address below.

**GENERAL QUESTIONS**

Contact the Buildings and Grounds Department secretary at 732-297-7800 x3133 or via fax at 732-297-4901.

**MAILING ADDRESS**

South Brunswick Board of Education  
Buildings and Grounds Department  
4 Executive Drive, Monmouth Junction, NJ 08852