



321 BALTIMORE BOULEVARD  
P.O. BOX 296, SEA GIRT, NJ 08750  
TEL: 732-449-9433 FAX 732-974-8296  
[www.seagirt-nj.gov](http://www.seagirt-nj.gov)

### **BULLETIN BOARD REQUEST FORM**

PERSON TO CONTACT: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

#### *MESSAGE INFORMATION*

What: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Where: \_\_\_\_\_

First Day of Message Posting: \_\_\_\_\_

#### *Please Note The Following*

- Messages are to be as brief as possible but in no case longer than 15 words.
- Applicant takes full responsibility for message content.
- Duration of message will be no longer than 10 days. The first day of posting will be no sooner than 10 days prior to the event.
- Request for Bulletin Board use will be accepted only from organizations and schools whose activities involve Sea Girt residents. Requests for use must be received no later than 2 weeks prior to the first day of message posting.
- Bulletin Board use is subject to availability on a first come first serve basis a follows:
  - Borough
  - School
  - Sea Girt Residents and Organizations

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

#### OFFICE USE BELOW

BOROUGH ADMINISTRATOR/ CLERK APPROVAL:  
DATE POSTED ON BOARD:

REASON FOR REJECTION: