



FACILITY RESERVATION FORM

TODAY'S DATE _____

NAME OF ORGANIZATION _____

ADVISOR _____ name _____ address _____ phone _____

check facility needed:

SENIOR HOUSE _____

TILE SIDE _____

CARPETED SIDE _____

KITCHEN _____

IMPORTANT NOTE:
No Alcoholic beverages allowed.
The building cannot be rented past 10:30 p.m.

INSPECTION TIME _____

SPECIAL EQUIPMENT NEEDED:

Tables no. _____ at \$7.00 per table = _____

Chairs no. _____ at \$1.20 per chair = _____

DAY OF THE WEEK _____ DATES _____ TIME _____
From _____ to _____
From _____ to _____

Purpose _____

Anticipated Attendance _____ Admission of \$ _____ will _____/will not _____ be charged.

FOR OFFICE USE ONLY

Date Application Received _____

Date Approval Given _____

Copies to: 1. Dept. of Parks & Recreation
2. Applicant

Invalid unless stamped
I have read the rules and regulations and ordinances by the Department and hereby agree to abide by and to enforce them. I further agree to be responsible for any damages arising from the use of these facilities.

DIRECTOR, PARKS & RECREATION DEPARTMENT

Signature of Advisor

FACILITY RESERVATION FORM **Rules and Regulations**

ADMINISTRATION - All applications for the use of the building or any portion thereof should be made to the Director of Parks & Recreation at least 30 days of the date(s) requested on the attached form, and are subject to review under the conditions and limitations included below. Applications cannot be accepted more than 60 days in advance. Applicants must be Pequannock Township residents. Applications will not be accepted for business or commercial use.

PRIORITY - 1. **Senior Citizens Activity** - any township based group or organization with membership of 55 and older.
2. **Township sponsored programs** - These would be activities including but not limited to council appointed boards and committees.
3. **Township sponsored programs** - including Mayor, council and staff directed ceremonies, regional meetings, educational, civic and recreational programs.
4. **Township service/non-profit organization** - These would include such persons as Little League, PAL Football, civic organization and Township support groups.
5. **Other Organizations** - Any private party, event with a general admission, group or organization not covered by categories 1-4 above.

APPLICATIONS FOR FACILITIES USE

1. Group leader shall complete a facility request form, provided by the Department of Recreation.
2. Group leader must submit said form to Director for signature and approval. (Permit is not valid unless stamped and signed.)
3. Original copy must be filed with Department office. Copy to be retained by group leader.

FEES AND REQUIREMENTS

1. Priorities 1 through 4 will not be charged.
2. A fee of \$100.00 will be charged for all other activities and organizations for the meeting area only. The applicant shall be responsible for the full cost of repair or replacement of damage to facilities, fixtures or furniture. Payment will be due at the time the application is approved and must be in at least 24 hours before the scheduled use.
3. A Township employee is required to be on duty whenever the kitchen facilities are to be used. The applicant shall be responsible for the cost of the employee's time.
4. Insurance certificates with the minimum liability of \$300,000 should be submitted with payment for all private parties and fee-paying organizations.
5. A fifty dollar separate check for janitorial fees will be paid at time of booking. This will be refunded if area is left cleaned and trash removed.

NOTES

1. The Township will not accept verbal or telephone reservations; the facilities are not reserved until the application is received and approved by the Recreation Department.
2. All set up and clean up of facility must be complete during the reserved time period only. This includes decorating the facility and any furniture rearrangement. Furniture must be replaced to original format prior to group's departure. No tape or tacks may be used - only funtak.
3. The applicant is responsible for the total care and maintenance of the Senior House while in their use.
4. They shall not exceed their boundaries and disrupt any other activity operating in another area.
5. No supplies or equipment within the Senior House shall be used without the consent of the Recreation Department.
6. No adjustment to the heat, air conditioning or ventilation system may be made.
7. The Township reserves the right to delete, amend, or alter these policies as deemed necessary.
8. Acceptance of all of the above without exception is signified by signature on reverse side.