

# FREEHOLD TOWNSHIP SENIOR CENTER FACILITY USE APPLICATION FORM

RESIDENT \_\_\_\_\_ NON RESIDENT \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

NAME (GROUP OR INDIVIDUAL) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE# DAYTIME (\_\_\_\_) \_\_\_\_\_ HOME PHONE (\_\_\_\_) \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ # OF PEOPLE \_\_\_\_\_ (200 MAX)

\*\*FOR PARTIES OVER 100 PEOPLE AN ADDITIONAL ATTENDANT WILL BE HIRED BY THE SENIOR CENTER. THE COST IS AN ADDITIONAL \$25.00 PER HOUR, RESIDENT AND \$50.00 PER HOUR NON-RESIDENT.

DATE REQUESTED INCLUDE DAY OF WEEK \_\_\_\_\_/\_\_\_/\_\_\_

ALTERNATE DATE INCLUDE DAY OF WEEK \_\_\_\_\_/\_\_\_/\_\_\_

SET UP TIME \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

WILL ALCOHOLIC BEVERAGES BE SERVED? YES \_\_\_\_\_ NO \_\_\_\_\_ (IF ALCOHOL IS FOR RESALE AN ABC PERMIT IS REQUIRED) PERMIT # \_\_\_\_\_

\*\*FEES: RESIDENT UP TO 100 PEOPLE = \$150.00 PER HOUR  
SECURITY DEPOSIT = \$300.00

RESIDENT OVER 100 PEOPLE = \$175.00 PER HOUR  
SECURITY DEPOSIT = \$300.00

PROOF OF RESIDENCY IS REQUIRED

NON RESIDENT UP TO 100 PEOPLE = \$250.00 PER HOUR  
SECURITY DEPOSIT = \$500.00

NON RESIDENT OVER 100 PEOPLE = \$275.00 PER HOUR  
SECURITY DEPOSIT = \$500.00

A ONE-HOUR SETUP TIME IS INCLUDED IN THE RENTAL FEE. ADDITIONAL SETUP TIME IS AVAILABLE AT A RATE OF \$50 PER HOUR RESIDENT \$100 NON-RESIDENT.

A SEPARATE SECURITY DEPOSIT CHECK IS REQUIRED AT TIME OF RESERVATION. READ AND SIGN THE RULES AND REGULATIONS ON REVERSE SIDE REGARDING RETURN OF DEPOSIT.

I AGREE TO FOLLOW ALL RULES AND REGULATIONS REGARDING USE OF THIS FACILITY. MY SIGNATURE BELOW INDICATES I HAVE READ THE RULES AND REGULATIONS FOR USE OF THE FACILITY.

\_\_\_\_\_  
SIGNATURE (MUST BE OVER 21 YEARS OF AGE) DATE

# SENIOR CENTER RULES & REGULATIONS

THE FREEHOLD TOWNSHIP SENIOR CENTER IS A SMOKE FREE FACILITY. ABSOLUTELY NO SMOKING ON PREMISES. ABSOLUTELY NO GLASS BOTTLES - CANS OR PLASTIC BOTTLES ONLY.

RENTAL OF THE SENIOR CENTER IS LIMITED TO THE MAIN ROOM. THE PARKING LOT (EXCEPT FOR THE PARKING OF VEHICLES), OUTDOOR DECK AND OTHER PORTIONS OF THE CENTER ARE NOT AVAILABLE FOR USE AS PART OF THIS RENTAL AGREEMENT.

ALL PARTIES WILL LAST A MAXIMUM OF 5 HOURS AND WILL END BY 9 P.M. UNLESS AUTHORIZED BY THE SENIOR CENTER. ALL CLEAN UP MUST BE COMPLETED BY 10 P.M. AND MUST BE APPROVED BY THE CENTER ATTENDANT. IF THE FACILITY IS NOT CLEANED (GARBAGE IN SEALED BAGS PLACED IN THE DUMPSTER, KITCHEN WASHED DOWN, TABLES AND CHAIRS PUT AWAY, FLOOR SWEEPED) YOUR SECURITY DEPOSIT WILL BE FORFEITED.

AFTER INSPECTION OF THE SENIOR CENTER BY MANAGEMENT AND UPON DETERMINATION THAT NO DAMAGE OR RULE INFRACTIONS TOOK PLACE YOUR SECURITY DEPOSIT WILL BE REFUNDED.

IF YOU DO NOT ADHERE TO ALL THE RULES AND REGULATIONS FOR YOUR RENTAL YOUR SECURITY DEPOSIT WILL AUTOMATICALLY BE FORFEITED AND YOU WILL BE INELIGIBLE FOR FUTURE RENTALS.

IF YOU CANCEL YOUR PARTY WITHIN SIX WEEKS OF THE EVENT YOU WILL FORFEIT YOUR ENTIRE SECURITY DEPOSIT UNLESS THE CENTER CAN BE RENTED TO SOMEONE ELSE. IF CANCELLATION OCCURS BEFORE SIX WEEKS YOU WILL LOSE \$100 OF YOUR SECURITY DEPOSIT. SECURITY DEPOSIT MUST BE RECEIVED WITH YOUR COMPLETED APPLICATION.

IF THE NUMBER OF GUESTS EXCEEDS WHAT WAS ORIGINALLY PROVIDED IN THE RENTAL APPLICATION OR THE BEHAVIOR OF THE GUEST VIOLATES THE FACILITY USE AGREEMENT THE TOWNSHIP RESERVES THE RIGHT TO TERMINATE THE EVENT IMMEDIATELY. IF IT BECOMES NECESSARY TO TERMINATE THE EVENT YOU WILL NOT RECEIVE A REFUND FOR EITHER YOUR RENTAL FEE OR SECURITY DEPOSIT.

FOG MACHINES, SMOKE MACHINES, SNOW MACHINES, SPRINKLE DISPENSERS, CONFETTI, CONFETTI MACHINES, AND GLITTER OF ANY TYPE ARE NOT PERMITTED.

AS THE REGISTERED USER YOU AGREE TO BE RESPONSIBLE FOR ALL DAMAGE THAT MIGHT OCCUR DURING YOUR EVENT.

THE RENTER IS RESPONSIBLE FOR DECORATING THE ROOM PRIOR TO THE EVENT AND ALSO THE CLEANUP OF THE ROOM AT THE CONCLUSION OF THE EVENT. NO DECORATIONS CAN BE TAPED, NAILED, OR AFFIXED TO THE WALLS OR CEILING. ALL DECORATIONS MUST BE REMOVED AFTER YOUR EVENT.

NO ITEMS MAY BE LEFT AFTER USE WITHOUT SPECIAL PERMISSION IN ADVANCE. THIS REQUEST MUST ACCOMPANY YOUR APPLICATION.

USE OF THE KITCHEN IS INCLUDED IN THE RENTAL. THE KITCHEN INCLUDES 2 STOVES TOPS, AND THE WHITE REFRIGERATOR WITH TOP FREEZER. YOU MUST SUPPLY EVERYTHING ELSE.

CHILDREN ARE TO BE SUPERVISED AT ALL TIMES. A RATIO OF 1 ADULT TO EVERY 10 CHILDREN IS REQUIRED. TEEN PARTIES REQUIRE A RATIO OF 1 ADULT TO EVERY 15 TEENAGERS.

RESTROOMS ARE TO BE MONITORED THROUGHOUT EVENT.

*ALCOHOLIC BEVERAGES CAN ONLY BE SERVED TO ADULTS 21 OR OVER. NO UNDERAGE DRINKING WILL BE PERMITTED AT ANY FUNCTIONS. NO ALCOHOL IS PERMITTED OUTSIDE THE ROOM THIS INCLUDES RESTROOMS AND PARKING LOTS.*

THE ATTENDANT HAS THE RIGHT TO STOP A PARTY IN PROGRESS IF YOU DO NOT ADHERE TO THE RULES.

THE POLICE WILL BE CALLED IN CASES WHERE THE ATTENDANT HAS A PROBLEM WITH THE PARTICIPANTS OR RULES ARE VIOLATED.

I HAVE READ AND UNDERSTAND ALL THE RULES AND REGULATIONS AND AGREE TO THEM.

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SIGNATURE (MUST BE OVER 21 YEARS OF AGE)

DATE