



# FACILITY APPLICATION/USER PERMIT FORM

Phone  
732-329-4000  
Ext. 7301  
Fax  
732-329-0627

## INSTRUCTIONS:

1. Application should be filed no less than 7 days (30 days for special or large meetings)
2. There will be no reservations taken over the phone.
3. Application must be signed and all information must be complete before date(s) are considered.

### PLEASE PRINT:

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Phone Number: (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Fax Number: \_\_\_\_\_ (E-mail) \_\_\_\_\_

### EVENT:

Type of Event: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

### INSURANCE:

**HOLD HARMLESS STATEMENT IS REQUIRED FOR ALL EVENTS INDEMNIFYING SOUTH BRUNSWICK TOWNSHIP. A CERTIFICATE OF INSURANCE IS REQUIRED WHEN THERE ARE GREATER THAN FIFTY (50) ATTENDEES.**

I/WE \_\_\_\_\_ INDEMNIFY AND HOLD HARMLESS THE TOWNSHIP OF SOUTH BRUNSWICK AND ASSUME THE RISKS OF ALL CONDITIONS EXISTING IN THE AREA COVERED BY THIS PERMIT, AND SHALL ASSUME LIABILITY FOR LOSS, DAMAGE OR INJURY SUSTAINED BY ANY PERSON WHATSOEVER BY REASON OF NEGLIGENCE OF THE ORGANIZATION, ITS AGENTS, SERVANTS, EMPLOYEES AND VOLUNTEERS AND AGREE THAT THE USE OF SAID PREMISES IDENTIFIED ABOVE SHALL BE USED EXCLUSIVELY FOR THE SOLE PURPOSE STATED ABOVE.

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
SIGNATURE

### ***For Township use only:***

FACILITY ROOM APPROVED: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Bryan B. Bidlack, Township Manager

**SPECIAL INSTRUCTIONS: FOOD AND/OR DRINKS ARE NOT PROHIBITED IN ANY ROOMS. YOU MUST LEAVE THE ROOMS CLEAN. IF YOU REARRANGE FURNITURE, YOU MUST RETURN THE ROOM BACK THE ORIGINAL SET UP. YOU MUST TURN OUT THE LIGHTS AND ALL WINDOWS AND DOORS MUST BE CLOSED BEFORE LEAVING. THANK YOU FOR YOUR COOPERATION.**

**SOUTH BRUNSWICK TOWNSHIP  
MUNICIPAL BUILDING MEETING ROOM  
USE POLICY**

Only resident groups or organizations may use the facilities when available. Priority for use of the rooms will be given to Township Boards and Committees. The use by Township Boards and Committees will have precedent over any other use and that other use would be subject to cancellation if a Township meeting must be scheduled. Use of the meeting room to organizations based outside of the Township is prohibited. All scheduling will be done through the Township Manager's Office. No use which, in the judgment of the Township Manager, could cause damage to Township property or disruption of Township operations shall be permitted. The use by any organization shall not imply that South Brunswick Township, either directly or indirectly, believes in or subscribes to the philosophy of that organization. The Township of South Brunswick is not responsible for loss or damages resulting in activities related to meetings hosted at a municipal facility.

Rules governing the use of the meeting room in the Municipal/Public Work Building shall include but not be limited to the following:

1. Applicant must be at least 21 years of age with proper insurance.
2. Each group/person using the facility shall be financially responsible for any damage caused to the property or contents.
3. Township Personnel shall not be responsible for arranging any room or providing any furniture other than that already available in the room.
4. Room use shall be for meetings only.
5. The room shall be returned to the same condition as it was found including appropriate clean-up and restoration of chairs/tables to their original configuration and removal of trash.
6. Groups shall not exceed the occupancy load for any given area, as posted.
7. Reservations will be limited to no more than 1 use per month and no more than 2 hours per use.

**PROHIBITED**

- Food or Beverages
- Smoking
- Alcoholic Beverages
- Political or Religious Activities
- Fundraising Activities
- Sales of goods or Services
- Charging Attendees to Attend or for any distributed Material

The Township has priority over all other use and maintains the right to cancel or otherwise make unavailable any dates that conflict with Township operations. The Township Manager shall have the authority to promulgate additional rules and regulations.

I have read and understand the rules and policies governing the use of the South Brunswick Municipal Building and, as the responsible agent, accept both personally and for my organization full liability for compliance with them, including financial responsibility.

Responsible Agent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_