

Alloway Township Senior Citizen/Community Complex



APPLICATION FOR FACILITY USE

Mail completed application (page 1 only), proof of insurance and check (payable to Alloway Township) to:
 Municipal Building Steering/Operating Committee
 PO Box 425
 Alloway, NJ 08001

Requested by: _____
 (please print full name)

 (please print full mailing address and phone number)

Alloway resident: ____ Yes ____ No

Date(s) requested: _____

Time Requested - From: ____ **To:** ____

Type of Activity: ____ Sports ____ Games ____ Dance ____ Other (explain): _____

Insurance (Attach Certificate of Liability Insurance to the application)

Rooms Requested:

- ____ Community Room #104 (capacity: 140)
- ____ Kitchen (refer to rule #9)
- ____ Township Meeting Room #110 (capacity: 42)
- ____ Township Meeting Room #212 (capacity:42)
- ____ Township Meeting Room #213 (capacity:20)
- ____ Township Meeting Room #215 (capacity:20)
- ____ Auditorium (total capacity: 200; seats: 144)

Number of People Expected: _____

Fees (per day):

- ____ \$125 Community Room (with or without kitchen) or Auditorium
- ____ \$ 50 Other room

Please Read the Attached Rules and Sign Below

We will observe and abide by all rules and regulations. We will be personally responsible to Alloway Township for any damages to the facility due to this event/activity.

 (print full name/title if applicable) (signature/date)

 (print full name/title if applicable) (signature/date)

Official Use Only

Steering/Operating Committee Will Fill Out Section Below

Date Received: _____ Date Submitted to Steering/Operating Committee: _____

Approved: ____ Yes ____ No Fee: _____ Check Received: ____ Yes ____ No

Responsible Person: _____ Date: _____

Alloway Township Senior Citizen/Community Complex Rules and Regulations for Use of the Facility

1. Any applicant 21 years old or older, may request use of the facility.
2. If the room is cancelled more than 7 days before the reserved date, the fee will be returned in full upon request to the Township Treasurer 935-4080 ext. 204. If the room is cancelled within 7 days of the reserved date, there will be no refund. To cancel call the building coordinator at 935-4080 ext. 211 (Clem Jamison).
3. **NO SMOKING, ALCOHOL, FIREARMS, OR DRUGS ARE ALLOWED.**
4. The Township requires that proof of liability (i.e. certificate showing \$100,000 coverage for individuals, non-profit \$300,000 and for-profit \$1,000,000) be submitted with the application.
5. The responsible persons on the form will be held accountable for any damages that occur during their event.
6. Alloway Township or the Municipal Building Steering/Operating Committee will not be held accountable for any damages to the facility or any injuries to any person during the event.
7. Events may be scheduled between 8:00 AM and 9:00 PM. (CLEAN UP MUST BE DONE WITHIN 1 HOUR OF THE END OF THE EVENT)
8. Non-profit organizations may use the facility for fund-raising upon approval of the Steering/Operating Committee.
9. NO COOKING is permitted in the kitchen.
10. No political or religious posters are to be displayed in the building or on the grounds except during a scheduled event.
11. Only the areas designated on the request form can be used during the scheduled event.
12. The facility must be cleared of all trash and recyclables. Trash bags will not be provided. You must bring your own. Brooms and mops are available. Cleaning must be completed the day of the event prior to leaving the facility, and be completed no later than (1) hour of the end of the event. Floors must be swept and mopped, tables and chairs must be returned to original positions.
13. Applications must be submitted at least (3) weeks prior to the requested date of the event.
14. Events must not be advertised until the application has been approved.

**Alloway Township Senior Citizen/Community Complex
FEE RATES FOR THE USE OF THE FACILITY**

TYPE OF ORGANIZATION/EVENTS	FEES
A. Private events	Fee*
B. Civic groups sponsored by Alloway Township resident	None
C. Civic groups sponsored by non-Alloway resident, but open to Alloway residents or benefits Alloway township	None
D. Alloway School event endorsed by the Board of Education	None
E. Fundraisers by approved Alloway Civic group	None
F. Any Alloway Township Committee or body acting on the behalf of the Township	None
G. Any County Committee or body acting on the behalf of the County.	None

**APPLICATION APPROVAL PROCEDURE FOR USE OF THE SENIOR
CITIZENS/COMMUNITY COMPLEX**

1. Application form is completed.
2. All required fees and certificate of insurance are attached to application.
3. Application and fees are given to the building coordinator, who will submit the application to the Steering/Operating Committee for approval or denial.
4. Once the application is approved, the event will be placed on the Hall Calendar of Events.

PLEASE TAKE NOTE OF THE BELOW

Private events or civic groups:

If any member of the Steering/Operating Committee has questions or concerns about the event, they may request a special meeting of the Committee to consider the application. The applicant must attend this meeting. The decision of the Committee will be shared following the meeting.

Non-Profit Fund-raising or multiple requests:

The applicant or a representative must attend a special meeting of the Steering/Operating Committee to explain the request and to answer any questions or concerns the Committee may have. The decision of the Committee will be shared following the meeting.

**Rules/Regulations for Youths Using the Complex
(dances, birthday parties, graduation parties, etc.)**

- 1) Three adults must be present for the entire event and designated as security persons. These three adults are to supervise and maintain order in the rooms that the event is being held and also the main hallway and bathrooms.
- 2) An adult must be posted at the north entrance to the building at all times, south entrance to be used only in the case of an emergency within the building.
- 3) Participants of the event, upon entering the building must be prepared to stay in the building for the entire event (no running in and out). The only exceptions are family emergencies or an emergency within the building.