

BUILDING RENTAL APPLICATION

TOWNSHIP OF WASHINGTON
 DEPARTMENT OF MUNICIPAL SERVICES
 P.O. BOX 1106
 TURNERSVILLE, NJ 08012
 PHONE: (856) 589-3227

All Reservations are scheduled through Parks & Recreation

Date of Application:	Date of Event:	Day of Event:	Time of Event:	
Number of Individuals Attending Function:		Name of Organization:		
Contact Person		Home Phone Number	Cell Phone Number	Work Phone Number
Address		City	State	Zip Code
Purpose of Event:				

LOCATION REQUESTED

Senior Center - Front Room	Senior Center - Back Room
Olde Stone House Church	

FEE SCHEDULE:

Olde Stone House Church	\$175.00
Senior Center	\$100.00 per hour
Senior Center - Back Room - Additional	\$100.00 per hour
Senior Center - Non Profit Organizations and Employees	\$75.00 per hour
Senior Center - Security (Off Duty Police)	\$35.00 per hour
Security Deposit - Required for each rental	\$200.00
Security Deposit - Additional Amount for Senior Center Back Room	\$200.00
Maintenance Fee - Required for each rental	\$75.00

I/we the applying organization/group understand the policies, rules, and regulations set forth and will abide by said regulations. I/we understand that any damages which occur during our scheduled time will be our direct responsibility. A damage report will be submitted for payment within one (1) week.

To the fullest extent permitted by law, the applicant shall indemnify and hold harmless the Township of Washington and all their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of the use of Township property. A Homeowner's policy is required for parties serving beer and wine.

PAYMENT POLICY: 100% DEPOSIT WILL BE DUE UPON APPROVAL OF APPLICATION. THE RENTAL AND MAINTENANCE FEE IS DUE TWO (2) WEEKS PRIOR TO THE EVENT.

Signature of Applicant _____

Date _____

FOR TOWNSHIP USE ONLY

Approved By: _____		
Rental Fee Due: _____	Security Deposit Due: _____	Maintenance Fee Due: _____
Security (Off Duty Police) Due: _____		

Security Deposit Fee Paid:	Date Paid: _____	Check # _____	Cash _____
Maintenance Fee Paid:	Date Paid: _____	Check # _____	Cash _____
Security (Off Duty Police)	Date Paid: _____	Check # _____	Cash _____
Rental Fee Paid:	Date Paid: _____	Check # _____	Cash _____

SENIOR CENTER
315 Greentree Road, Sewell, NJ 08080

Accommodates a maximum of 225 people. We supply tables and/or chairs to accommodate this number. You are responsible for additional table and chair rental, if needed. The new section in the back of the building is an additional charge, if needed (based on the number of people). Beer and wine are permitted in this Center.

NO HARD LIQUOR PERMITTED. NO SMOKING ALLOWED IN THE BUILDING.

Security deposit will be returned after final inspection as long as no damages are reported. Security deposit and/or building refunds take 4 to 6 weeks to process.

GENERAL RULES AND REGULATIONS

1. We, the applying organization/group, hereby understand when we are utilizing the facility, it is our responsibility to set up and return the area in the order in which we received it that day. Anything that was moved must be returned to its original location. All tables must be cleaned, if necessary, and all tables and chairs must be returned to their original position.
2. It is the responsibility of the applying organization/group to clean up after the function. All trash and recycling materials must be separated and placed in the appropriate receptacles and taken outside to the dumpster.
3. Abnormal use and/or abuse will be the direct financial responsibility of the group using said facility.
4. For cancellations of scheduled date(s), you must notify the Scheduling Department two (2) weeks prior to the scheduled event for a full refund. Failure to comply will result in loss of deposit and rental fees.
5. **NO DECORATIONS ARE TO BE PUT UP ON THE WALLS. TABLE DECORATIONS ONLY! ABSOLUTELY NO CONFETTI.**
6. At the discretion of the Scheduling Department, additional security personnel will be hired depending on the size and type of event at \$35.00 per hour. Security is mandatory for Sweet 16 parties and predominately youth functions.
7. Groups are permitted to use the facility only for the time period rented and not to exceed 12 midnight.
8. All fees for rentals are required two (2) weeks prior to the event.
9. Total number of chaperones for specific functions is at the discretion of the Scheduling Department.
10. The Scheduling Department reserves the right to cancel any group for the needs of Washington Township programs, maintenance, and for failure to abide by the established rules.
11. In facilities allowing beer and wine, bottles, cans and kegs are allowed. **ABSOLUTELY NO HARD LIQUOR IS PERMITTED.** All beer and wine brought into the facility must be removed when the event is over. Anyone serving minors will be removed; all fees will be lost and may face prosecution.
12. Youth must be supervised outside of the building.
13. Cigarette butts must be placed in proper containers outside the buildings.