

PHILLIPSBURG AREA SENIOR CENTER
310 FIRTH STREET
PHILLIPSBURG NJ 08865
908-859-2423 FAX 908-859-5001

REQUEST FOR USE OF BUILDING

NAME _____ DATE _____

ADDRESS _____ TELEPHONE _____

DATE OF USE _____ ROOM(S) REQUESTED _____

PROPOSED USE _____

ATTENDANCE NUMBER EXPECTED _____

TIME OF ARRIVAL _____ TIME OF DEPARTURE _____

USE OF EQUIPMENT REQUESTED _____

(Applicants Signature) (Date)

(Address) (Phone)

DEPOSIT OF \$50.00 (required) YES _____ NO _____

DUE ON DATE OF RENTAL _____

RENTAL FEE IS \$200.00 FOR A MINIMUM 4 HOUR PERIOD, AND \$50 PER HOUR FOR EACH ADDITIONAL HOUR.

THERE IS NO SMOKING PERMITTED ANYWHERE IN THE FACILITY.
ALCOHOL IS NOT PERMITTED ANYWHERE ON THE PREMISES EXCEPT BY SPECIAL PERMISSION.

DEPOSIT WILL BE FORFEITED IF CLEAN-UP IS NOT SATISFACTORY.

APPROVED _____

Director

6/22/12

2. PROCEDURE FOR REQUESTING USE OF THE BUILDING

- a) Contact the Director to determine if the Center is available on the date(s) and time(s) requested.
- b) Discuss with the Director your specific needs and precise plans. Be aware of any equipment you plan to utilize.
- c) Complete the "Request for use of Building" form.
- d) Submit the completed request with deposit to the Director. A copy of the completed application will be provided to the renter.

3. CONDUCT OF PATRONS

The individual or organization granted use must assume the responsibility for the conduct of its patrons/guests. There shall be **NO SMOKING** permitted anywhere in the building. There shall be **NO ALCOHOLIC BEVERAGES** permitted anywhere on the premises except by special permission.

Parking is limited to the designated Senior Center parking lot and street parking. There shall be **NO PARKING IN THE FIRE COMPANY LOT.**

Children are to be confined to the designated area and are to be supervised at all times.

COMMENTS:

6/22/12