ROOM REQUEST FORM

PLEASE PRINT OR TYPE INFORMATION CLEARLY!! CONFIRMATIONS ARE SENT VIA EMAIL

Name of Organization__________________________________________________________________________

Requestor___________________________________-Requestor Address________________________________________

Requestor Phone Number_____________________Email_____________________________________________________

Type of Function:______________________________________________________________________________

Room Requested:  Please circle one

100 (Large Gym)  If Room 100 Requested - floor plan must be Submitted with application

101 (Nutrition Room)  102 (Art Room)  201 (Above Main Office)

300 (Nutley Senior Citizen and Recreation Center) Recreation Annex Building (65 Bloomfield Ave)

PLEASE NOTE: MAXIMUM OCCUPANCY FOR ROOM 100 (LARGE GYM) IS 390

MAXIMUM OCCUPANCY FOR ROOM 300 (SR CENTER) IS 198

CANCELLATIONS MUST BE MADE 48 HRS PRIOR TO EVENT

Date of Event:_____________________________ Set Up Time For Event:______________________________

Mon     Tues     Wed     Thurs     Fri     Sat     Sun  

Start Time Of Event:_________________________ End Time Of Event:______________________________

Expected Attendance:______________________ Will Food Be Served: YES        NO

Do you intend to have Alcohol: YES NO BYOB________      or       Included in price of ticket:_______

FEE: ROOM 100 SET UP ONLY $400.00 Fee Check Payable to: Township of Nutley

CUSTODIAN FEE $35.00 hr  THIS RATE WILL BECOME EFFECTIVE JANUARY 1, 2019

If Approved Organization Must Supply a Certificate Of Insurance

OFFICE USE ONLY

Available: YES NO  Custodian: YES NO
Approved: YES NO  F.D./D.A:________
Fee Submitted: YES NO  Insurance Submitted:______
Amount:______________  Bldg Sched._____ M.T. Sched_____