



TOWNSHIP OF TEANECK

Recreation Department

APPLICATION FOR BUILDING USE—RICHARD RODDA COMMUNITY CENTER

(Application must be received at least five days in advance of the requested date)

Applicant: Please print or type

Name of Applicant _____

Address _____ City/State/Zip _____

Home Phone _____ Cell Phone _____ Email _____

Name of Organization _____

Organization Address _____ City/State/Zip _____

Phone _____ Fax _____ Email _____

Day and Date of Use: _____

Alternate Day and Date: _____

Time of Use (including set up and breakdown): Start Time _____ am/pm

Ending Time _____ am/pm

Will there be an Admission Fee: Yes* _____ No Admission Fee: _____

Room or Area Requested: _____

Type of Activity: _____ General/Membership Meeting Guest Speaker(s)? _____

_____ Educational Programs, Courses, Seminars, Lecturer Guest Speaker(s)? _____

_____ Concert, Recital

_____ Fund Raiser*

_____ Religious Service

_____ Recreation Activity (please describe) _____

_____ Tournament

_____ Other (please describe) _____

How many attendees do you expect? _____

What percentage of the total attendees are Teaneck residents? _____

What special equipment will be needed (podium, TV Monitor, amplification device, screen, scoreboard)?

***Teaneck Police security must be provided by user group.**

Please describe the type of room arrangement needed (head table, "L" shape, "U" shape, "[]" shape, round tables, rectangular tables, card tables, etc.): _____

Will you be bringing any equipment of your own to this facility? _____

If yes, please list: _____

I hereby certify that I am authorized by the above organization to make this application in their name and on their behalf, and that the facts contained herein are correct. False statements will result in the cancellation of the use or denial or future uses.

I further certify that the organization agrees to abide by the Township of Teaneck's Rules and Regulations governing the use of the Richard Rodda Community Center as stated. The organization agrees to complete all forms, pay all fees, and reimburse the Township for any damage resulting from this reservation. I further understand no materials or decorations of any kind can be posted of any kind on any wall within the building

Signature of Applicant _____ Date _____

Print Name of Applicant _____

Position in Organization _____

RECREATION DEPARTMENT USE ONLY

Group Priority Letter:	A	B	C	D	E
Weekday	Weekend		Holiday		
Room: MP 1 (100)	MP 3 (36)				
MP 1 w/kitchen	MP 4 (22)				
MP 2A (40)	MP 2B (60)				
MP 5 (10)	DS (61)				
ASA (90)	ASA w/kitchen				
Gym 1 (200)	Gym 2 (250)				

Rental Fee: _____ Scoreboard Rental (\$10.00 per hour)

Hold Harmless Agreement on File: Yes No

Certificate of Insurance on File: Yes No

Custodial Rental Fee: (total hours @\$25.00/hour evenings, weekends; @ \$50.00/hour holidays) _____

Approved: Yes _____ No _____ By: _____

Payment Due Date: _____ Cash: _____ Check #: _____ Date: _____ By: _____