

AGREEMENT for USE of the COMMUNITY AFFAIRS PROPERTIES

A. _____ is requesting use of:
(Name of Organization)

_____ **The Whole Pfeiffer Community Center**

_____ MPR (limit of 150 persons) _____ Room A, lower level (limit of 30 persons)

_____ Room B upper level (limit of 30 persons) _____ **George Ruch Building (Cecil) (limit of 80 persons)**

Date(s) of use _____ Day of Week _____ # of

Time period of use _____ Purpose _____
(Entire time needed, including setup and breakdown)

Special request for equipment/facilities (Must have prior approval for these requests):

_____ Kitchen _____ Stage _____ Microphone _____ Sound System _____ Piano _____

B. Primary Contact Person is:

Name _____ Title _____

Address _____

City _____ State _____ Zip _____ Phone _____

C. Please provide information for two (2) additional contact persons, in the event notice of change in scheduling or closing of the Community Affairs Property must be given. This section MUST be complete for approval to be granted.

Name _____ Title _____

Address _____

City _____ State _____ Zip _____ Phone _____

Name _____ Title _____

Address _____

City _____ State _____ Zip _____ Phone _____

D. Rules & Regulations Governing Use of the Community Affairs Property*.

***The term "Community Affairs Property" shall imply any and all buildings or grounds administered by the Department of Community Affairs.**

1. All organizations/persons wishing to use the Community Affairs Property must completely fill out the **"Agreement for use of the Community Affairs Property"** form.
2. There shall be NO SMOKING in the Community Affairs Property buildings, as per the statutes of the State of New Jersey and the Code of the Township of Monroe.
3. There shall be no trash left on the floor of any room or building or on the outside grounds. Proper containers are available for this purpose.
4. All facilities of the Community Affairs Property are to be treated with respect and consideration. Setup (other than normal arrangements of furniture) is the responsibility of the organization/persons using the Community Affairs Property.
5. **Closing time is 9:30 p.m. sharp!** All persons shall vacate the buildings by 9:30 p.m. for proper maintenance to take place.
6. Damage or loss to the Community Affairs Property shall be reported immediately to the Director of Community Affairs. Repair or replacement costs are the responsibility of the organization involved.
7. No adjustments are to be made to any **THERMOSTATS, AIR CONDITIONERS, WINDOWS or VENDING MACHINES** without the consent of the Building Maintenance Worker on duty.
8. Any changes in the scheduled meeting date or time, or requests for additional meetings must be made to the Office of Community Affairs during regular business hours (9:00 a.m. to 4:00 p.m.). The Building Maintenance Worker on duty is **NOT** permitted to take such requests
9. The Director of Community Affairs is to be notified at least 24 hours prior to a cancellation. This will help us to provide meeting space for everyone.
10. The Director of Community Affairs reserves the right to CLOSE the building for any reason. Proper advance notification will be given, if time and circumstances permit said notification. (i.e. inclement weather).
11. The Township of Monroe is not responsible for personal injuries, lost or stolen articles or for the actions of persons attending particular events/activities.
12. The Director of Community Affairs will conclude any matters regarding questionable activities or organizations.
13. If any group, organization or person fails to comply with any of these regulations, they may be denied future use of the Community Affairs Property, at the discretion of the Director of Community Affairs.
14. Normal operating hours of the Community Affairs Property are Monday – Friday, 9:00 a.m. – 9:30 p.m. and Saturday 9:00 a.m. – 4:00 p.m. Use of the property at times other than these, may constitute a need for an organization to pay for the staffing of the property. This need will be determined at the time of reserving space, at the discretion of the Director of Community Affairs.

E. I / We have read, understand and agree with the above listed rules and regulations governing the use of the Community Affairs Property and will abide by same.

Signature _____ Title _____ Date _____

APPROVED BY:

Director of Community Affairs

Date

For Office Use Only:

_____ *Copy of Organization's Request on letterhead*

_____ *Scheduled and confirmed on events calendar*

_____ *Copy of fully executed agreement mailed*