



Monroe Township Community Affairs

301 Bluebell Rd Williamstown, NJ 08094 Office: 856-728-9840 FAX: 875-2202

AGREEMENT for Use of Pfeiffer Community Center

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

___ The Whole Pfeiffer Community Center ___ MPR (Max150) ___ Room A, lower level (max 30) ___ Room B upper level (max 30)

Date(s) of use _____ Day of Week _____

Total time including Set up and Break down _____ Purpose _____

Tax ID # or NON profit EIN #: _____ Attached Letter of Intent (Y) (N)

___ Kitchen ___ Stage ___ Warming tables (call the office)

Fees: MPR Room Parties ONLY, Resident \$75.00/hour, Non Resident \$125.00/hour min hours: 4
Monthly Meetings Room A&B up to 2 meetings a month NON Profit \$20.00, For Profit 1 meeting a month \$25.00.
Monthly Meetings MPR Room ONLY up to 3 hours for TWO meetings a month NON profit and residents is \$25.00,
For Profit & Non Resident, Non-profit groups is ONE meeting a month MPR Room up to 3 hours at \$50.00.

B. Primary Contact Person is:

Name _____ Title _____

Address _____ E-Mail _____

City _____ State _____ Zip _____ Phone _____

Please provide information for one (1) additional contact persons. This section **MUST** be complete for approval to be granted.

Name _____ Title _____

Address _____ E-Mail _____

City _____ State _____ Zip _____ Phone _____

C. Check with Department of Community Affairs @ 856 728 9840

All organizations/persons wishing to use the **Pfeiffer Community Center** must completely fill out the **“AGREEMENT for Use of the Pfeiffer Community Center”** form and return with signature or request will be denied. Please read the Rules and Regulations below and sign.

1. All Meeting Room requests must be made through the Community Affairs office. Requestors must identify themselves as authorized representatives of the registered For-Profit or Non-Profit organizations.
2. Applicants will pay a non-refundable 50% use fee, if the room request is approved. The fee will be applied to the room rental deposit. The rest of the fee must be paid in full no later than 24-48 hours prior to event.
3. Community Affairs reserves the right to change regulations, rental charges or other fees at any time and to revoke permission or agreement for use.
4. Meeting rooms must be booked for a minimum of one hour and the MPR room must be booked for a minimum of 4 hours (Parties only) The facilities, services and/or equipment listed on the Application Form may be used. Community Affairs will not provide transportation nor supplies, equipment or staff to operate equipment.
5. Special table or seating arrangements are the responsibility of the applicants. Groups should allow extra time for setting up the rooms before the start of a function and for returning the room to its original condition. A fee will be assessed if the room is not returned to its original condition or if any damage occurs. A fee of \$25 will be charged if key is lost.
6. The following specific regulations and restrictions are to be adhered to:
 - A. The use or presence of alcoholic beverages is prohibited.

- B. Smoking is prohibited at all times
 - C. No alterations to any part of any facility shall be permitted except as performed by Staff.
 - D. Use of decorations, visual or audio effects and electrical or mechanical equipment must be approved by Community Affairs at the time of request.
 - E. Nothing may be attached to walls, ceiling or furniture in any room.
 - F. Make checks or money order payable to MTCA and will need to be paid in full 24 -48 hours prior to event.
7. An authorized representative of the organization shall:
 - A. Be responsible for the use of the property. If any damage occurs, the applicant is responsible for reporting it to the Department of Community Affairs in a timely manner and pay for all repairs and any supplies/labor associated with it.
 - B. Be in attendance at all times during the use of facilities.
 - C. Provide a representative at the entrance to ensure that attendees enter only approved areas.
 - D. Ensure that the facility is left in the same condition as prior to its use. Please leave room better than how you found it.
 - E. Ensure that a responsible adult is present for all groups composed primarily of young persons and remains until the last person is picked up.
 8. There shall be no trash left on the floor of any room or building or on the outside grounds. Proper containers are available in the back of the building.
 9. A certificate of insurance in the amount of \$100,000.00 for liability, bodily injury and property damage must be provided naming The Township of Monroe as an “additional insured.” This requirement may be waived by Community Affairs department as long as a fully executed Indemnifications/Hold Harmless Agreement is provided. The Community Affairs department will provided this agreement. The Township of Monroe is not responsible for personal injuries, lost or stolen articles or for the actions of persons attending particular events/activities. <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>.
 10. The Pfeiffer Community Center’s name, address and telephone may not be used as an official contact point for information and **NO** groups may advertise a programs in such a way as to imply Community Affairs sponsorship, unless approved.
 11. No adjustments are to be made to any **THERMOSTATS, AIR CONDITIONERS, WINDOWS or VENDING MACHINES.**
 12. Any changes in the scheduled meeting date or time, or requests for additional meetings must be made in writing/email to the Office of Community Affairs and cancellations must be 24 hours ahead of time.
 13. The Main MPR Room has a small service kitchen with a refrigerator, stove, and microwave for use with approval. No onsite cooking is allowed including hot plates unless expressly permitted by the fire marshal. Catering services are determined on an individual basis.
 14. All rooms used shall not conflict with normal operations or with Community Affairs programs, meetings, or activities. All groups using the Pfeiffer Community Center must comply with our Rules of Conduct and all applicable local, state and federal laws. Failure to abide by our rules of conduct or abuse or damage to the facility will result in revoking rental privilege.
 15. Office hours for Community Affairs is 8a-4:30p. Rental hours for Building is Room A&B Monday–Friday, 9am –9:30pm and Saturday & Sunday 9am–9:30p.m. For MPR Room Monday-Friday 2pm-9:30pm Saturday & Sunday 9am-9:30pm. Use of the property when staff is not present, may constitute a need for an organization to pay for the staffing. 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 Township Buildings Property and will abide by same.

Signature _____ Title _____ Date _____

APPROVED BY:

_____ **Date:** _____

Representative of Community Affairs/Parks and Recreation

Notes/Comments: _____

For Office Use Only:

_____ *Copy of Organization’s Request on letterhead*

_____ *Scheduled and confirmed on events calendar*

_____ *Copy of fully executed agreement mailed*