

# Monroe Township Parks & Recreation Indoor Facility Use Form

120 Monmouth Road, Monroe Township, NJ 08831

(732) 723-5000 (T) | (732) 723-5014 (F) | www.monroerec.com | reccenter@monroerec.com

Today's Date _____	Address _____
Name of Applicant _____	_____
Organization _____	Phone Number _____
Title in Organization _____	E-mail Address _____

## ROOM REQUESTED (please checkmark room(s) requested)

<input type="checkbox"/> 101A	<input type="checkbox"/> 101B	<input type="checkbox"/> 109	<input type="checkbox"/> 203	<input type="checkbox"/> 204	<input type="checkbox"/> 123	<input type="checkbox"/> GYM 112 COURT A (OLD)	<input type="checkbox"/> GYM 142 COURT A (NEW)
<input type="checkbox"/> 102A	<input type="checkbox"/> 102B	<input type="checkbox"/> CONFERENCE ROOM				<input type="checkbox"/> GYM 112 COURT B (OLD)	<input type="checkbox"/> GYM 142 COURT B (NEW)

## EVENT INFORMATION (please checkmark responses for items in red)

Event date _____ Alternate date _____	Total # attending _____ <b>ADULT</b> <b>YOUTH</b> <b>MIXED</b>
Facility needed from _____ to _____	Any food/ drinks being served? <b>YES</b> <b>NO</b>
Day(s): <b>Sun</b> <b>Mon</b> <b>Tu</b> <b>Wed</b> <b>Thurs</b> <b>Fri</b> <b>Sat</b>	Equipment needed: # chairs _____ # tables _____
Recurring? <b>YES</b> <b>NO</b> If yes, what other dates? _____	Other equipment _____
Purpose of event (be specific) _____	

*The Recreation Department will provide requested equipment, but participants are responsible for configuring room setups. Thank you.*

## IMPORTANT INFORMATION FOR APPLICANTS AND ATTENDEES

- \* All participants are required to adhere to current state social distancing requirements, including temperature checks, entering and exiting the building promptly upon start and finish of programs, and avoid gathering in groups upon event conclusion. No exceptions.
- \* Alcoholic beverages and tobacco, e-cigarettes, or other smoking products are prohibited at all Monroe Township facilities.
- \* Applicants must submit a certificate of insurance in the amount of \$1,000,000 general liability insurance which must name the Township of Monroe as an additional insured or sign an indemnification and waiver form if requested
- \* Applicants must submit a roster listing all participants and their home addresses
- \* Applicants must agree to reimburse Monroe Township in the event of property damages
- \* By signing this form, you understand all procedures associated with this request and accept the legal and financial responsibilities involved in the use of Monroe Township facilities
- \* Applicants must agree to require participants and spectators to abide by Township rules and regulations governing facility Use of Township Facilities, covered in Township Code §3-52.2.C. (1)
- \* Applicants must have a valid Community Center membership in order to utilize Township facilities
- \* Failure to cancel reservations may result in suspension of privileges
- \* The Recreation Department has the right to suspend or revoke permits for participants who do not follow these rules, and permits can be modified or changed at the discretion of the Recreation Department.
- \* ALL GROUPS HOLDING AN EVENT MUST BE HELD ACCOUNTABLE FOR ALL ATTENDEES AT EVENT

Read the above information and indicate your compliance with the rules and regulations of facility usage by signing below.

Signature _____	Date _____
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*For Monroe Township Recreation Department use only*

**Approved** **Denied** Date \_\_\_\_\_ Permit # \_\_\_\_\_ CCID # \_\_\_\_\_ Insurance req'd : **YES** **NO**

Entered in calendar: **YES** **NO** Add'l comments \_\_\_\_\_