

BOROUGH OF MOUNTAINSIDE

RECREATION DEPARTMENT
1385 ROUTE 22
MOUNTAINSIDE, NJ 07092
908.232.0015

APPLICATION FOR USE OF ROOMS

Please Note:

1. All requests should be submitted to the Recreation Department at least four (4) weeks prior to dates requested.
2. Reservations will be made in the order that applications are received.
3. Notifications of approval of this application will be sent by mail.
4. A Certificate of Insurance may be required where applicable.

Name of Applicant/ Organization:	_____	Date of application:	_____
Date & Time Requested: (if a series, please list all dates & times)	_____		
Room(s) Requested: (please circle)	Community Room	Game Room	Council Conference Room (1 st Floor) Play- ground Pavillion
Expected Number of People:	Adults: _____	Children	_____
Equipment Needed:	# of Tables: _____	# of Chairs	_____
Facilities being used for:	Admission Fee: \$ _____	Funds raised will be used for:	_____

I have read the Mountainside Community Room rules and regulations and hereby agree to abide by and enforce them. I also hereby agree to fully and completely defend, indemnify, and hold harmless the Borough of Mountainside, Recreation Department, its agents, servants and employees and representatives from any and all claims, suits, liabilities, injuries, illness, damages, losses or expenses by or to any person or entity which in any way arises out of utilization of the facility. I specifically waive any right or cause of action against the Borough of Mountainside, its agents, servants and employees for any special, incidental, direct, indirect or consequential loss or damage arising out of the applicant's utilization of the facility.

Signature of Applicant:	_____	Email:	_____
Applicant Name (print):	_____	Day Phone:	_____
Street Address:	_____	Evening Phone:	_____
Alternate Contact Name:	_____	Phone Number:	_____

(office use only)

Certificate of Insurance:	_____
Game Room Deposit:	_____
Security Deposit:	_____
Rental Fee	_____
Mailed to applicant:	_____
Copy to Police Dept.:	_____

<u>Approvals:</u>	
Borough Administrator:	_____
Police Chief:	_____
Director of Pub. Works:	_____
Fire Official:	_____
Recreation Director:	_____
Approval Date:	_____