



WM Recreation Center USE APPLICATION

HH _____
INS _____
Scan to Rec Director _____
DATE(S) REQUESTED:

DATE OF APPLICATION: _____

NAME OF GROUP: _____

Jan. _____

PERSON REQUESTING: _____

Feb. _____

MAILING ADDRESS: _____

Mar. _____

PHONE # _____ CELL# _____

Apr. _____

EMAIL ADDRESS _____

May _____

TIME REQUESTED: _____

Jne. _____

SPACE REQUESTED: _____ # OF PEOPLE EXPECTED _____

Jul. _____

TYPE OF ACTIVITY: _____

Aug. _____

SPECIAL REQUESTS: Tables Chairs Other _____

Spt. _____

Fee Received \$ _____ DATE _____

Oct. _____

Applicants Signature: _____

Nov. _____

Approval Signature: _____

Date: _____

Dec. _____

RULES & REGULATIONS FOR USE OF WM Recreation Center

Dept. of Community Services & Recreation **NOTE: CANCELLATIONS MUST BE PHONED INTO THE OFFICE MON-FRI BEFORE 4:30 OF DATE REQUESTED 973-728-2860**
THE FOLLOWING RULES AND REGULATIONS MUST BE FOLLOWED AT ALL TIMES WHEN USING BUILDING OR ANY OTHER EQUIPMENT PROVIDED FOR YOUR USE.

1. Those attending the function are restricted to the use of the space indicated on the approved application, except for the nearest restroom.
2. The consumption of alcoholic beverages, the use of profane language, or disorderly conduct in these facilities is PROHIBITED. Those who violate this rule will be required to vacate the premises.
3. Groups using these facilities shall see that all persons are out of the space within the times specified on the approved application. NO activity shall continue beyond 10:00 PM.
4. The applicant's organization shall be responsible for any damage to property as a result of it's use, whether by accident or otherwise. The organization shall pay the cost of such damages.
5. Groups exceeding a number of 200 people will be required to provide special police.
6. Parking is in designated areas only. The permit applicant shall be responsible for overseeing compliance to this rule.
7. Craft Fair groups may use masking tape only to mark floor space. They must also provide their own tables.
8. If a group is not going to use the space granted, they must notify us. Repeated "no shows" will result in termination of the permit!
9. Recreation Department approves request and issues permit. Applications for permits shall be submitted not later than seven days before the proposed date of use.
10. All groups are to observe Chapter 256 of the Township of West Milford regarding use of Township Recreation Areas. (A copy of this code is available at the Clerk's office or at the Recreation office)