POF WEST

Teen Center

Physical address: 1073 Westbrook Road, West Milford, NJ 07480 Mailing address: Community Services and Recreation, 1480 Union Valley Road, WM 07480

Group Reservation Permit

Community Services & Recreation Office # 973-728-2860 Fax 973-728-5298

Name of Person Requesting Event: Mailing Address: Phone # Cell # Date of Event: Time of Event: Type of Activity: # Of People Expected: \$150.00 Non Refundable Event Fee Received: ************************************	Name of Group:			Date:	
Phone # Cell # e-mail address Date of Event: Time of Event: (4 hour time limitation) Type of Activity: # Of People Expected: \$\$150.00 Non Refundable Event Fee Received: \$\$200.00 Refundable Damage and cleanliness Fee Received: \$\$Fee returned on: S200.00 Refundable Damage and cleanliness Fee Received: \$\$Fee returned on: \$\$Fee returned on: It is understood and agreed that the Damage/cleanliness Fee will be charged after a site inspection has been performed by the Recreation Director or her designee for damage and cleanliness at the end of the event. Damage and cleanliness expenses may be assessed if necessary. 1. Community Services & Recreation Department approves request and issues permit. 2. Application for permit shall be submitted no later than two weeks (14 days) before the proposed date of event. 3. The facility is available Monday, Tuesday, Wednesday, Thursday evening (6:30pm). Friday, Saturday and Sunday 10:00 AM to 6:30 PM only 4. Permit is valid only for the date issued, but may be transferred upon mutual agreement of the Recreation Department and the requesting group. Approval of transfer will be based on availability of facility. 5. The consumption of alcoholic beverages is prohibited. 6. The facility must be left clean and all garbage must be removed and deposited into the dumpster. 7. Those attending the event are restricted to the use of the space indicated. 8. No food or drinks are permitted in the game room. 9. All groups a	Name of Person Requesting Event:				
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