

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 – CIVIC/School

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

Name of Group:		Date:
Name of Person Requesting Event:		
Mailing Address:		
Phone #	Cell #	e-mail address
Date of Event:		Time of Event: (4 hour time limitation)
Type of Activity:		# Of People Expected:
\$200.00 Damage and Cleanliness Fee will be charged if damage occurs and/or facility is not left clean		Fee Charged:
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 evenings (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 are to observe Chapter 256 of the Township of West Milford regarding the use of Township Recreation Areas. (Copy of this code is available at the Clerks Office or Community Services & Recreation)		
Please remember that YOU ARE IN BEAR COUNTRY. Black Bears are part of the forest environment. Humans are visitors. Think of yourself as a guest of the forest wildlife. Direct encounters with bears are rare and they usually pose little threat to humans. DO NOT ATTEMPT TO FEED OR ATTRACT BEARS – feeding bears is a dangerous activity.		
Applicant's Signature:		Date:
Approval:		Date: