

TOWNSHIP OF TEANECK

Recreation Department



APPLICATION FOR BUILDING USE RICHARD RODDA COMMUNITY CENTER

Applicant - Please print or type

Name of Applicant _____

Name of Organization _____

Organization Address _____

City/State/Zip _____

Day and date of use: _____

Alternate day and date of use: _____

Time of Use: Start time: _____ am/pm Ending time: _____ am/pm

Check one: *Admission fee : _____ No Admission fee: _____

Room requested _____

Type of activity: _____ General/Membership meeting

_____ Educational programs, courses, seminars, lecturer

_____ Concert, recital

_____ Fund raiser

_____ Religious service

_____ Recreation activity (please describe activity) _____

_____ Other (please describe) _____

Does the organization plan to have any guest speakers during this reservation? _____

Has your organization been denied use of any other Township facility? _____

How many attendees do you expect? _____

What percentage of the total attendees are Teaneck residents? _____

What special equipment will be needed (podium, TV/VCR, amplification device, projection screen scoreboard, etc)? _____

* Teaneck Police security *must* be provided by user group.

Please describe the type of room arrangement needed (head table, "L" shape, "U" shape, "[]" shape, round tables, rectangular tables, card tables, etc.) _____

Will you be bringing any equipment of your own to this facility? _____ If yes, please list: _____

I hereby certify that I am authorized by the above organization to make this application in their name and on their behalf, and that the facts contained herein are correct. False statements will result in the cancellation of the use or denial of future uses.

I further certify that the organization agrees to abide by the Township of Teaneck's Rules and Regulations governing the use of the Richard Rodda Community Center as stated. The organization agrees to complete all forms, pay all fees, and reimburse the Township for any damage resulting from this reservation.

Signature of applicant _____ Date _____

Telephone Number _____ Print name of applicant _____

Position in Organization _____

Address of Applicant _____

RECREATION DEPARTMENT USE ONLY

Group Priority Letter:	A	B	C	D
Weekday _____	Weekend _____		Holiday _____	
Room:	MP 1 (100) MP 1 w/kitchen MP2A (40) MP 5 (10) AS (90) Gym 1 (200) Gym 2 (250)	MP 3 (36) MP 4 (22) MP 2B (60) AS w/kitchen		

Rental fee _____ Scoreboard rental (gym 2 only @ \$20.00 per hour)

Hold Harmless Agreement on file: Yes _____ No _____

Certificate of Insurance on file: Yes _____ No _____

Rental fee: _____ Custodial fee (total hours @ \$25.00)

Approved: _____ Yes _____ No _____ By: _____

Payment Due Date: _____ Cash: _____ Check# _____ Date: _____ By: _____