



# TOWNSHIP OF TEANECK

## Recreation Department

### APPLICATION FOR BUILDING USE—RICHARD RODDA COMMUNITY CENTER

*(Application must be received at least seven days in advance of the requested date)*

**Applicant: Please print or type**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Organization \_\_\_\_\_

Organization Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Day and Date of Use: \_\_\_\_\_

Alternate Day and Date: \_\_\_\_\_

Time of Use (including set up and breakdown): Start Time \_\_\_\_\_ am/pm

Ending Time \_\_\_\_\_ am/pm

Will there be an Admission Fee: Yes\* \_\_\_\_\_ No Admission Fee: \_\_\_\_\_

Room or Area Requested: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ General/Membership Meeting Guest Speaker(s)? \_\_\_\_\_

\_\_\_\_\_ Educational Programs, Courses, Seminars, Lecturer Guest Speaker(s)? \_\_\_\_\_

\_\_\_\_\_ Concert, Recital

\_\_\_\_\_ Fund Raiser\*

\_\_\_\_\_ Religious Service

\_\_\_\_\_ Recreation Activity (please describe) \_\_\_\_\_

\_\_\_\_\_ Tournament

\_\_\_\_\_ Other (please describe) \_\_\_\_\_

How many attendees do you expect? \_\_\_\_\_

What percentage of the total attendees are Teaneck residents? \_\_\_\_\_

What special equipment will be needed (podium, TV Monitor, amplification device, screen, scoreboard)?

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

Do you need the room set up with (circle one):      Tables & Chairs      Chairs Only      N/A

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 or 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. I further understand no materials or decorations of any kind can be posted of any kind on any wall within the building

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Applicant \_\_\_\_\_

Position in Organization \_\_\_\_\_

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#### RECREATION DEPARTMENT USE ONLY

Group Priority Letter:      A      B      C      D      E      Weekday      Weekend      Holiday

##### Rooms & Capacities:

<b><u>MP1</u></b>	<b><u>MP1 w/ Kitchen</u></b>	<b><u>MP2A</u></b>	<b><u>MP2B</u></b>	<b><u>MP3</u></b>	<b><u>MP4</u></b>
Educational: 101	Educational: 111	Educational: 25	Educational: 40	Educational: 30	Educational: 20
Tables & chairs: 135	Tables & chairs: 145	Tables & chairs: 33	Tables & chairs: 53	Tables & chairs: 40	Tables & chairs: 27
Chairs only: 290	Chairs only: 300	Chairs only: 71	Chairs only: 115	Chairs only: 87	Chairs only: 59
Standing only: 406	Standing only: 416	Standing only: 100	Standing only: 161	Standing only: 122	Standing only: 83
<b><u>MP5</u></b>	<b><u>Dance Studio</u></b>	<b><u>ASA</u></b>	<b><u>ASA w/ Kitchen</u></b>	<b><u>Gym 1</u></b>	<b><u>Gym 2</u></b>
Educational: 9	Educational: 60	Educational: 75	Educational: 85	Tables & chairs: 480	Tables & chairs: 480
Tables & chairs: 12	Tables & chairs: 81	Tables & chairs: 100	Tables & chairs: 110	Chairs only: 1028	Chairs only: 1028
Chairs only: 27	Chairs only: 174	Chairs only: 216	Chairs only: 226	Standing only: 736	Standing only: 736
Standing only: 38	Standing only: 243	Standing only: 302	Standing only: 312		

Rental Fee: \_\_\_\_\_ Scoreboard Rental (\$10.00 per hour)

Hold Harmless Agreement on File: Yes      No

Certificate of Insurance on File: Yes      No

Custodial Rental Fee: (total hours @\$25.00/hour evenings, weekends; @ \$50.00/hour holidays) \_\_\_\_\_

Approved:      Yes \_\_\_\_\_      No \_\_\_\_\_      By: \_\_\_\_\_