

USE OF MUNICIPAL BUILDINGS

10 Attachment 1

Schedule A-3: Application

BOROUGH OF MATAWAN
201 Broad Street
Matawan, N.J. 07747

APPLICATION FOR USE OF MUNICIPAL COMMUNITY COMPLEX
(Subsection 10-2.4)

Date application submitted: _____

Name of Organizations:

Name of Person completing application: Position held in
Organization _____

Room Requested:

Type of Activity:

If multiple day use is requested is there equipment or supplies that will require storage? Yes/no
If Yes what type?

Set up Requested: _____

If tables and chairs are requested please provide layout – See Set up Charges.

Will refreshments be served and/or sold? Alcoholic Beverages? Approx # of persons attending?

If Alcoholic Beverages are available please attach a copy of the Alcoholic Beverage Permit

Persons responsible and assisting in event:

Name Address Home Phone Cell

Four horizontal lines for providing names and contact information.

AFFIDAVIT: The organization agrees to comply with the policies and regulations of the Borough of Matawan for the use of the building or grounds of the Matawan Municipal Complex and to be responsible for any damage thereto:

MATAWAN CODE

Print Name: _____ Title:

Signature: _____

Date:

FOR OFFICE USE ONLY:

Initial and Date - Recreation director:

DPW-Buildings & Grounds:

Construction Department:

Fire Official:

Police Department:

Borough Clerk:

Approval:
Commissioner)

(Recreation Director Signature/or Recreation

Fee\$

Cleaning deposit (90% refundable) \$

Date Paid

Recommend Refund \$

DPW-Buildings & Grounds Dept.

Date Voucher sent: