2019

APPROVED

Community Affairs/Parks and Recreation

301 Bluebell Rd, Williamstown, NJ 08094

Office: Community affairs 856-728-9840/ Parks and Recreation 856-728-1372

FAX: 875-2202

AGREEMENT for USE of the COMMUNITY AFFAIRS PROPERTIES/PARKS & RECREATION

A. ***Gloucester County Amateur Radio Club (G.C.A.R.C.)*** **is requesting use of:**

_____ The Whole Pfeiffer Community Center

__x__ ***MPR (limit of 150 persons)*** ___ Room A, lower level (limit of 30 persons) ___ Room B upper level (limit of 30 persons)

Club House (Sport Groups Only) _____Room 1 (15 People) _____ Room 2 (20 People)

Date(s) of use: ***1st Wednesday of each month for all of 2019– Day of Week : Wednesday***

Twelve (12) meeting dates from January through December of 2019 —Time period of use 7:00 pm – 9:30 pm

Purpose: **Conduct business of Radio Club + Programs during monthly meetings**

(Entire time needed, including setup and breakdown)

__x__**Kitchen** _____**Stage** _____ **Sound System w/ Mic** _____

Warming tables (call the office) ____yes or No

Special request for equipment/facilities (Must have prior approval for these requests)

B. **Primary Contact Person is:**

Name ___ **Tom Gorman**_____ Title____**Liason Officer**_____

Address_____**503 Riggs Avenue**___City _____**Atco**_____ State _ **NJ**_____ Zip ___**08004**___ Phone**: (609) 922-5754**

E-Mail_____**tom.gorman2178@gmail.com**____

Please provide information for one (1) additional contact persons, in the event notice of change in scheduling or closing of buildings must be given. This section MUST be complete for approval to be granted.

Name ___**Harry Elway**_____Title:___**Club President**_____

Address __**819 Thoreau Lane**_____City ___**Williamstown**_____State ____**NJ**___Zip **08094**___Phone __**(856) 818-4015**

D. Rules & Regulations Governing Use of Township Buildings*.

***The term "Township Buildings" shall imply any and all buildings or grounds administered by the Monroe Township**

All organizations/persons wishing to use the **Township Buildings** must completely fill out the **"AGREEMENT for USE of the COMMUNITY AFFAIRS PROPERTIES/PARKS & RECREATION** form.

1. There shall be NO SMOKING in the **Township Buildings**, as per the statutes of the State of New Jersey and the Code of the Township of Monroe.
2. *There shall be no trash left on the floor of any room or building or on the outside grounds. Proper containers are available for this purpose.* **PLEASE LEAVE ROOM HOW YOU FOUND IT.**
3. All facilities of the **Township Buildings** are to be treated with respect and consideration. Setup (other than normal arrangements of furniture) is the responsibility of the organization/persons using the Property.
4. **Closing time is 9:30 p.m. sharp!** All persons shall vacate the buildings by 9:30 p.m. for proper maintenance to take place.
5. *Damage or loss to the* ***Township Buildings****/Property shall be reported immediately to a* ***Representative of Community Affairs/Parks and Recreation***. Repair or replacement costs are the responsibility of the organization involved.
6. No adjustments are to be made to any **THERMOSTATS, AIR CONDITIONERS, WINDOWS or VENDING MACHINES** without the consent of the Building Maintenance Worker on duty.
7. Any changes in the scheduled meeting date or time, or requests for additional meetings must be made to the Office of *Community Affairs during regular business hours (9:00 a.m. to 4:00 p.m.). The Building Maintenance Worker on duty is* **NOT** permitted to take such requests
8. Please notify Community Affairs/Parks and Recreation at least 24 hours prior to a cancellation. This will help us to provide meeting space for everyone.
9. We reserve the right to CLOSE the building for any reason. Proper advance notification will be given, if time and circumstances *permit said notification. (i.e. inclement weather).*
10. The Township of Monroe is not responsible for personal injuries, lost or stolen articles or for the actions of persons attending particular events/activities.
11. **Representative of Community Affairs/Parks and Recreation** will conclude any matters regarding questionable activities or organizations.
12. *If any group, organization or person fails to comply with any of these regulations, they may be denied future use of the* Community Affairs Property, at the discretion of a **Representative of Community Affairs/Parks and Recreation**
13. Normal operating hours of the **Township Buildings** Property are Monday – Friday, 9:00 a.m. – 9:30 p.m. and Saturday 9:00 a.m. – 4:00 p.m. Use of the property at times other than these, may constitute a need for an organization to pay for the staffing of the property. This need will be determined at the time of reserving space, at the discretion of the Director of Community *Affairs/Parks and Recreation.*

E. I / We have read, understand and agree with the above listed rules and regulations governing the use of the Township Buildings Property and will abide by same.

Signature Jon Sorman **Title** GCMC Liason officer **Date** 8/8/2018

APPROVED BY:

Date 8-16-18

Representative of Community Affairs/Parks and Recreation

Notes/Comments:

For Office Use Only:

_____ *Copy of Organization's Request on letterhead*

✓ *Scheduled and confirmed on events calendar* 6-13

✓ *Copy of fully executed agreement mailed* 8-16.