



Carmen Amato - Mayor

# 2017 Building Use Permit



Tim Yurcisin - Superintendent

Berkeley Township, Division of Recreation, 630 Route 9, Bayville, New Jersey 08721 | (732) 269-4456 | Fax: (732) 269-6110 | www.btrec.org

### Recreation Center Guidelines:

1. Request Forms must be received a minimum of 10 days prior to requested date.
2. Groups using the Recreation Building must be Berkeley Twp. residents.
3. Building hours are available from 8:30 am- 4:00 pm & 6:00 pm-10:00 pm.
4. A minimum of 10 people are needed to book the Recreation Center.
5. Please keep the building clean. Every group is responsible for their own clean up!
6. Supervision of individuals participating in your meetings and/or activities is your responsibility.
7. No alcoholic beverages permitted on Township property. No Smoking Permitted.
8. Building Use Permit must be submitted prior to approval.
9. Notification of Cancellation must be at least 1 week prior to meeting.
10. The Recreation Building will be closed on all Township holidays.
11. Groups must bring their own supplies such as pens, tape dispensers, scissors etc.
12. The Recreation Center closes at 10:00 PM. The meeting time on your form must be abided by. We will have staff coverage according to the time on the form.

Date: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Person responsible during event: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Group Size: \_\_\_\_\_

Name of 2nd person responsible during event: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone # or work # \_\_\_\_\_

### INCLUDE SET- UP AND CLEAN- UP IN YOUR TIME

Arrival Time: \_\_\_\_\_ Departure: \_\_\_\_\_ Please initial \_\_\_\_\_

Please list all requested dates: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance: Homeowners \_\_\_\_\_ Certificate: \_\_\_\_\_

Date Received Application: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

All of the information must be filled out in order to be approved