



Hanover Township Parks and Recreation
15 N. Jefferson Road
Whippany, NJ 07981
Phone: 973-428-2463 FAX: 973-428-9251
www.hanovertownship.com

Date _____

1. Name of Organization: _____

2. Name of Sponsor: _____

3. Facility Requested _____ Community Center _____ Monroe Hall

Community Center: _____ Big Room _____ Lounge _____ Kitchen _____ Other

4. Recreation Equipment Requested:

_____ Podium _____ Sound System _____ Room Divider
_____ Tables _____ Number of tables _____ Screen
_____ Chairs _____ Number of Chairs _____ Other

5. Purpose for which facility is requested: _____

Admission to be charged _____ Use of fees _____

6. Date(s) of Use

Day of Week	DATE	TIME
_____	_____	From _____ a.m./p.m. to _____ a.m./p.m.
_____	_____	From _____ a.m./p.m. to _____ a.m./p.m.
_____	_____	From _____ a.m./p.m. to _____ a.m./p.m.

7. A CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION.

I have read the procedures and regulations of the Parks & Recreation Department and I hereby agree to abide by and enforce them. I further agree to be responsible for any damages from the use of these facilities.

SIGNATURE of SPONSOR: _____ Telephone Number _____

Mailing Address: _____

Email Address _____

There is a Proctor fee of \$15.00 per hour for all non-Recreation sponsored activities in the requested facility if there are no other Recreation events going on at the same time. If the activity at the facility is cancelled without 24 hour notice to the Recreation Department, the organization is responsible for payment of \$15.00/hour to cover the cost of the proctor.