ROOM REQUEST FORM

PLEASE PRINT OR TYPE INFORMATION CLEARLY!! CONFIRMATIONS ARE SENT VIA EMAIL

Name of Organization_____

Requestor_____-Requestor Address_____

Requestor Phone Number_____Email_____

Type of Function:_____

Room Requested: Please circle one

100 (Large Gym) **If Room 100 Requested - floor plan must be Submitted with application**

101 (Nutrition Room)   102 (Art Room)   201 (Above Main Office)

300 (Nutley Senior Citizen and Recreation Center)   Recreation Annex Building (65 Bloomfield Ave)

PLEASE NOTE : MAXIMUM OCCUPANCY FOR ROOM 100 (LARGE GYM) IS **390**

MAXIMUM OCCUPANCY FOR ROOM 300 (SR CENTER) IS **198**

CANCELLATIONS MUST BE MADE 48 HRS PRIOR TO EVENT

Date of Event:_____ Set Up Time For Event:_____
Mon   Tues   Wed   Thurs   Fri   Sat   Sun

Start Time Of Event:_____ End Time Of Event:_____

Expected Attendance:_____ Will Food Be Served: YES   NO

Do you intend to have Alcohol: YES   NO   BYOB_____   or   Included in price of ticket:_____

FEE : ROOM 100 SET UP ONLY $400.00 Fee   Check Payable to : Township of Nutley

CUSTODIAN FEE $45.00 hr   THIS RATE IS EFFECTIVE AS OF **JANUARY 1, 2023**

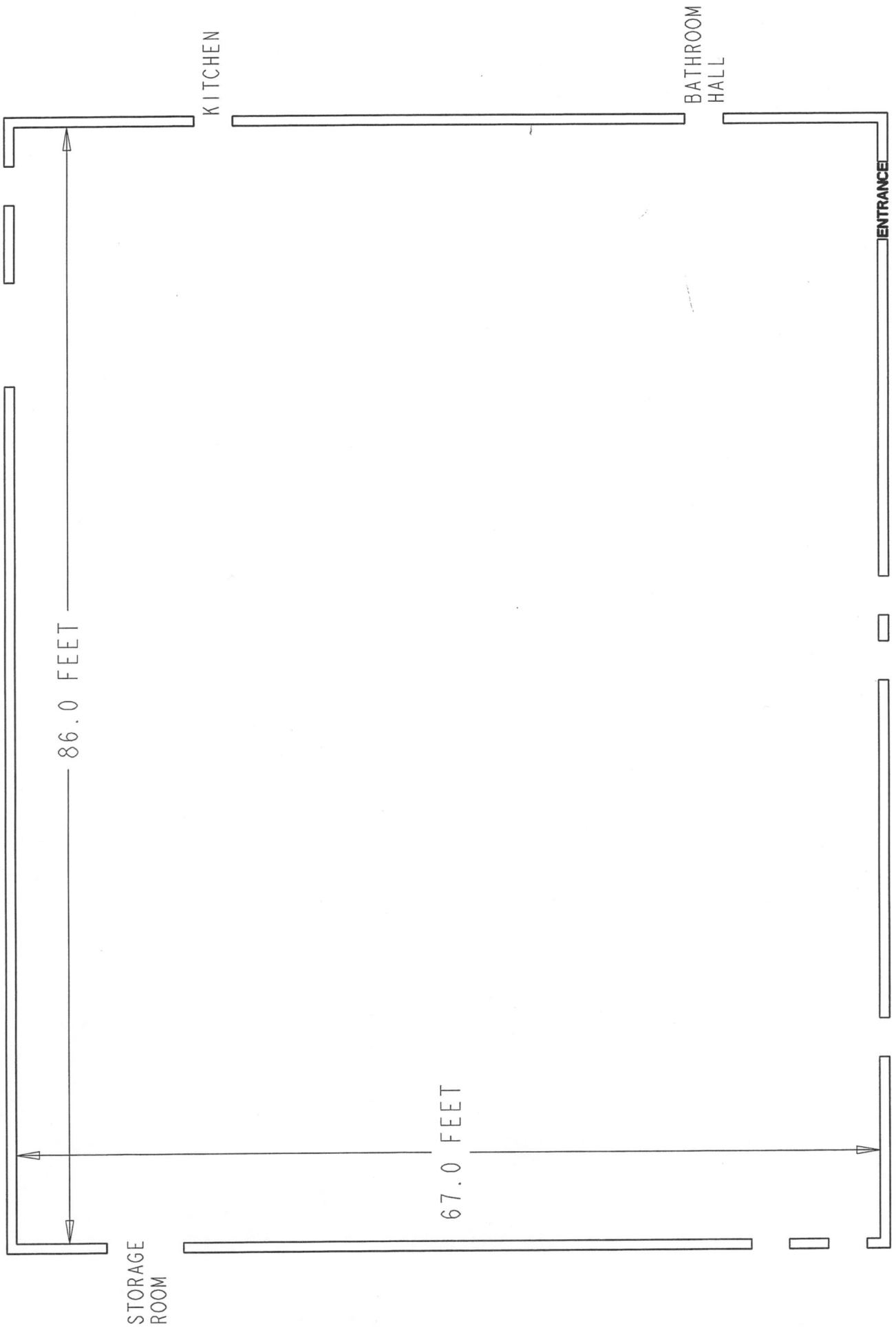**If Approved Organization Must Supply a Certificate Of Insurance**

OFFICE USE ONLY

Available: YES NO	Custodian: YES NO
Approved: YES NO	F.D./A.G:_____
Fee Submitted: YES NO	Insurance Submitted:_____
Amount:_____	Bldg Sched._____M.T. Sched_____

PLEASE EMAIL COMPLETED FORMS TO MARY FENUI - MFENUI@NUTLEYNJ.ORG

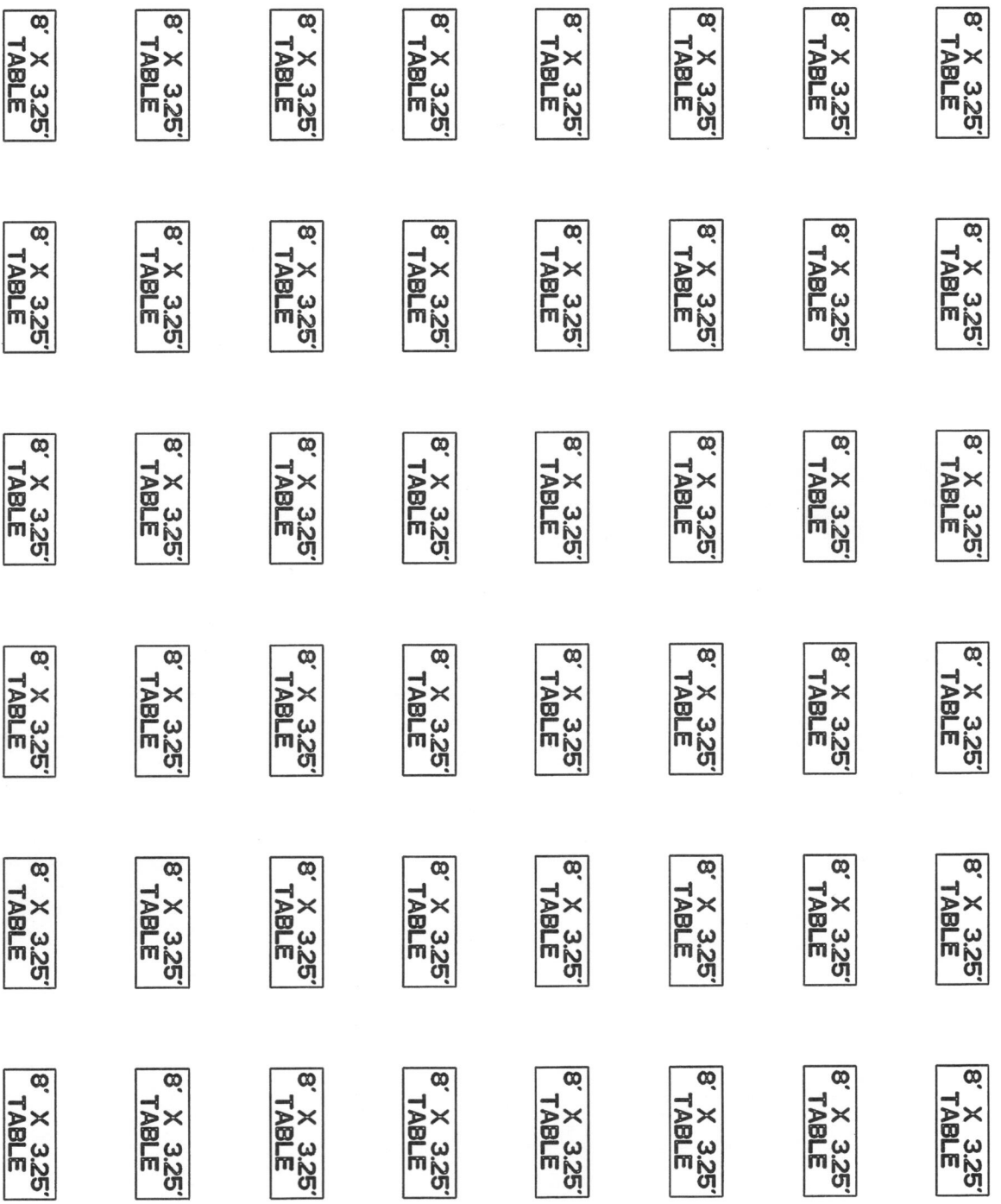GYM FLOOR PLAN -44 PARK AVE.- PARKS REC BUILDING-NUTLEY
DRAWN TO SCALE IF PRINTED ON SHEET (8-1/2" X 11")

STORAGE
ROOM

KITCHEN

BATHROOM
HALL

ENTRANCE

86.0 FEET

67.0 FEET

ART ROOM 1

ART ROOM 2

PARK AVE ENTRANCE

CUT OUT TABLES AND ARRANGE THEM ON SHEET 1 TO CREATE DESIRED FLOOR PLAN
DRAWN TO SCALE WHEN PRINTED ON 8-1/2" X 11" PAPER

8' X 3.25' TABLE			
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