

APPLICATION FOR USE OF RIDGEFIELD COMMUNITY CENTER

ORGANIZATION: _____

NAME OF PERSON
APPLYING & TITLE: _____

ADDRESS: _____ TELEPHONE: (H) _____
(C) _____

TYPE OF ORGANIZATION
AND USE APPLIED FOR: _____

DATE OF FUNCTION: _____ OPEN AT: _____

OF PEOPLE: _____ EVENT STARTING TIME: _____

FACILITIES NEEDED: (Please check below)

Number of chairs: _____ Dance Floor: _____

Number of round tables: _____ Kitchen Use: _____

Number of long tables: _____

I/We hereby certify that I/We will be responsible for:

- A Fire Marshall and a Special Police Officer must be present at all events of over 100 people. The organization will be responsible for their payment directly.
- Securing a proper alcoholic beverage license if alcoholic beverages are to be served.
- No smoking within the confines of the building.
- Any damage to the Borough's premises, furniture or equipment.
- The conduct of all those attending. Children must be supervised at all times and must remain in the room assigned for the function.
- All organizations must supply their own cleaning materials and garbage bags.
- If decorating, USE ONLY FUN TAC. No tape, glue, etc. All decorations must be removed at the end of the function.
- All tables must be cleaned off and chairs stacked either near each table or against the wall.
- Carpet must be vacuumed. Vacuum must be returned to the coat room.
- Kitchen counters and floor are to be cleaned.
- The attendant in charge will supervise the refuse removal. Ridgefield is a recycling community and refuse must be separated for recycling. All garbage must be taken to the dumpster. Cans are to be placed in the recycling bin. Make sure the padlock is put back on dumpster gate.
- Bathrooms must kept tidy.
- Any extension cords borrowed must be returned.
- All pitchers and ice buckets used must be washed and left on the kitchen counter to dry.

ALL ORGANIZATIONS MUST ADHERE TO THESE RULES. THE ATTENDANT RESERVES THE RIGHT TO CALL IN A FIRE MARSHALL AND/OR A SPECIAL POLICE OFFICER AT THE EXPENSE OF THE ORGANIZATION USING THE BUILDING. IF RULES ARE NOT ADHERED TO, THE ORGANIZATION MAY NOT BE GRANTED APPROVAL TO UTILIZE THE FACILITY IN THE FUTURE.

I have read the rules and regulations and agree to abide them.

Signature of Applicant

Date: _____

..... FOR OFFICE USE ONLY

Approved: _____

Date: _____

Room(s) Assigned: _____