



**TOWNSHIP OF SHREWSBURY  
MUNICIPAL OFFICE  
1979 CRAWFORD STREET  
SHREWSBURY, NEW JERSEY 07724  
PHONE: 732-542-0572  
FAX: 732-935-1348**

**Facilities Use Request Form**

**Date of Use:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Type of Organization:** Non-Profit / For Profit / Other

**Full Address:** \_\_\_\_\_

**Name of Person in Charge of Event:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

**Name of Person Making Request:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Description of Event & Equipment to be Used:** \_\_\_\_\_

\_\_\_\_\_

**Estimated # of People in Attendance:** \_\_\_\_\_ **Will you be Cooking/Grilling?** Yes or No

**Will your Organization be Profiting Monetarily Directly or Indirectly from this Event?** Yes or No

**Required Deposits and Documents:**

- \$250 Refundable Deposit (Travel Teams Exempt)
- Valid Insurance Certificate for \$1,000,000 Liability Insurance with Shrewsbury Township  
Listed as Additional Insurance on File in the Municipal Clerk's Office

**FEE: \$40.00/Hour for Residents / \$80.00/Hour for Non-Residents**

**PLEASE NOTE: Overtime is Time and a Half**

**Please Read/Sign Reverse Side for Rules and Conditions on Permit**

## Shrewsbury Township Facilities Use Permit Rules and Conditions

### Prohibitions:

- Possession of use of alcoholic beverages on Township property or in Township facilities.
- Smoking is not allowed on any Township property including parks.
- Tossing of rice, birdseed, or similar products.
- Parking in restricted areas such as driveways, on grass, fields, courts, or playgrounds. You can only park in legally designated areas. Illegal parking is subject to penalties.
- Events must be in accordance with the posted hours of operation for each Township Park.
- Use of Township property to create profit, directly, or indirectly.
- Helium Balloons in the Gymnasium.

### Damage/Cleaning of Proper& Deposit:

Organizations of individual(s) permitted to use Township parks and/or facilities are required to clean and restore the area after use. The refundable deposit of \$250 is required to cover the cost of DPW cleanup in the event the user of the park or facility fails to do so or to repair any damage done to Township facilities or parks. If inspection of the premises used indicates that cleanup requirements have been met and no damage was done, the \$250 deposit will be returned to the person filing the Facilities Use Request form, unless otherwise instructed.

A Township sanctioned organization holding an event at or in any Township facility is not required to leave a deposit, however, they shall notify the Committee, Police Department, and the Department of Public Works of special events scheduled to be held at or in any Township facility.

If food is to be sold, cooked, or prepared on the Municipal property, the Monmouth County Health Department may require an inspection. They may require an inspection to be conducted the day of the event. You will also need to contact the Construction Department and Fire Marshall. This may require additional fees.

Other conditions as set forth by the Township for event:

### Agreement to Rules and Conditions:

I (individual(s) or organization) \_\_\_\_\_,  
Agree to abide by the rules and conditions listed above. I understand that not abiding by these rules and conditions could lead to violations / penalties and could jeopardize our organizations ability to be approved for Facility Use Permits in the future.

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

