



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

Revised 04/2024

**APPLICATION FOR USE OF TOWNSHIP FACILITIES**

PLEASE PRINT

Fee payable to: TOWNSHIP OF SHREWSBURY  
 \$ 250.00 Refundable Deposit Cash/Check only  
 \$40.00 hour for Residents/ \$80.00 Hour for Non-Residents

DATE: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

NOTE: Overtime is time and a half and additional time for setup or breakdown is also included in the hourly rate  
 Initial: \_\_\_\_\_

NAME of Organization: \_\_\_\_\_

FULL PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS IF PO BOX: -----

TYPE OF ORGANIZATION: Non-Profit For Profit Other \_\_\_\_\_

NAME OF PERSON IN CHARGE OF EVENT: \_\_\_\_\_

MOBILE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FULL ADDRESS OF PERSON IN CHARGE: \_\_\_\_\_

NAME OF PERSON MAKING REQUEST: \_\_\_\_\_

MOBILE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

Description of Event & Equipment to be used or displayed: \_\_\_\_\_  
 \_\_\_\_\_

Estimated number of people in attendance: \_\_\_\_\_

Will the Kitchen be used Y or N, Additional cost for applies \$40.00 for serving (Only)  
 \$65.00 for use of appliances

Will your organization be profiting Monetarily Directly or Indirectly from this Event, yes, or no?

**Required Deposits and Documents**

- Valid Insurance Certificate for \$1,000,000 Liability Insurance with Shrewsbury Township
- Listed as additional Insurance on File in the Municipal Clerk's Office
- The \$250 Refundable Deposit (refunded after the next regular scheduled meeting, provided there is no damage.

PLEASE READ AND SIGN THE REVESE SIDE FOR RULES AND CONDITIONS ON PERMIT

**SHREWSBURY TOWNSHIP FACILITIES USE PERMIT RULES AND CONDITIONS**

**PROHIBITED GOODS AND ACTIONS**

- o Possession of use of alcoholic beverages on Township property or in Township facilities.
- o Smoking is not allowed on any Township property including parks.
- o Tossing rice, birdseed, or comparable products.
- o 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.
- o Events must be in accordance with the posted hours of operation for each Township Park.
- o Use of Township property to create profit, directly, or indirectly.
- o NO 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, State 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 Code Enforcement Department and Fire Marshall. This may require additional fees.

Other conditions as set forth by the Township for event:

**Agreement to Rules, Hold Harmless and Conditions:**

I (individual(s) or organization) \_\_\_\_\_ Agree that I fully understand and will 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 organization's ability to be approved for Facility Use Permits in the future.

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

Received by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_