

THE TOWNSHIP OF CRANBURY

**23-A NORTH MAIN STREET
CRANBURY, NEW JERSEY 08512**

609-395-0900 FAX 609-395-8861



Cranbury Township Public Meeting Rooms Policies and Information

Welcome to Cranbury Township's public meeting rooms. The Township Staff is here to assist our organization in scheduling and ensuring your organization has a positive experience in the renovated "Old School Building." We hope you will enjoy hosting your event in this lovely and unique building. Please note the following rules for use of Cranbury Township's Public Meeting Rooms, and do not hesitate to contact the Deputy Clerk or Township Administrator if you have any questions or concerns.

The following activities are strictly prohibited in Town Hall and on the premises:

- Smoking or consuming alcoholic beverages
- Political, religious, fund-raising parties/activities/events
- Private parties/activities/events – including birthday and holiday parties, performances, etc.
- Use of candles, lanterns, incense or any open flame
- Fund raising, sales of goods and services
- Charging a fee for admission, raffles, lotteries and collections of any kind.

Applicants must be 18 years of age or older and be a resident of Cranbury Township. One adult must be present for every 15 minors.

Rooms are reserved through the Deputy Clerk. Confirmation will be given after application has been received. Due to the high demand for rooms, groups will be limited to a maximum of two meetings a months. Groups needing rooms for more than two meetings per month will be placed on a space available list.

Any group using the facility during evening hours, weekends, or Township holidays must lock the front and rear entrance doors when the event is over. Groups must leave by 11 p.m.

For cancellation, written notice must be made to the Deputy Clerk's Office via e-mail or phone 48 hours prior to the event in order for other groups to utilize the meeting/activity rooms.

TOWNSHIP OF CRANBURY
APPLICATION FOR RESERVATION OF PUBLIC USE ROOMS

Name of Group or Organization _____
(Must be non-profit, no private groups/parties allowed)

Contact Name _____

Address _____ City _____ Zip _____

Phone (Day) _____ Phone (Evening) _____

Number of People Expected _____ Room _____ Date _____

Time Requested: From _____ To _____

Purpose _____

Note: Cranbury Township Municipal functions/groups take priority in the scheduling.

The following information must accompany this reservation form:

1. A letter confirming the group is non-profit and stating the group's function or purpose.
2. Memberships list for proof that the majority of the group's members are Cranbury Township residents.
3. Original Certificate of Liability Insurance in the amount of \$1 million from the group's insurance company naming Cranbury Township as Certificate Holder.

The applicant accepts responsibility for all terms and conditions as set forth in the Cranbury Township Public Meeting Rooms Policies and Information and associated guidelines and understands that failure to abide by said rules may result in denial of requests for future use of the facility. The applicant/organization holds harmless the Township of Cranbury and all its employees and officials with regard to injuries or accidents that may result in the use of the facility

Signature of Applicant _____ Date _____