

Borough of Mount Arlington
419 Howard Boulevard
Mount Arlington, NJ 07856
(973) 398-6832 ext. 112 or ext. 125
(973) 398-8662 Fax
bdwyer@mtarlingtonboro.com

APPLICATION FOR USE OF CIVIC CENTER

I, _____ of _____, a resident of Mount Arlington, New Jersey, do hereby apply/request to use the Civic Center which is owned by the Borough of Mount Arlington, for the purpose of _____ on _____, beginning at _____ and ending at _____. The number of people to be present is _____.

Fee for use of the Civic Center is **\$150.00**. All checks are to be made payable to the Borough of Mount Arlington. Pursuant to Ordinance #15-07, the fee for use of the Center will be waived for any application by: 1) a present Borough employee provided the use is for an event pertaining to an immediate family member; 2) volunteer groups serving the Borough (but not for individual members of such groups); and 3) Girl Scout and Boy Scout groups.

Pursuant to Ordinance #15-07, a **refundable deposit** of **\$150.00**, which shall be usable by the Borough for extraordinary cleaning services or damage to the Center resulting from the applicant's use of the Center, will be fully refunded in the absence of damage of the need for extraordinary cleaning. It is further understood that I will insure that the property both inside and outside is placed in the same orderly condition as when found.

No alcoholic beverages are allowed on the premises. Maximum capacity is 60 people. The telephone is for local and emergency calls only; all other calls are to be collect calls or charged to a credit card.

Signature of Applicant: _____ Telephone: _____
Address: _____ Email Address: _____

Approved: _____ Date: _____

\$150.00 Fee Paid on Date: _____ Cash _____ Check _____ Waived _____

\$150.00 Security Deposit Paid: Date: _____ Cash _____ Check _____ Waived _____

\$150.00 Security Deposit Returned: Date: _____

I hereby acknowledge receipt of Key # _____ for use of the Civic Center on the above approved date: _____
Signature of Applicant

PLEASE DO NOT STAPLE OR SCOTCH TAPE ANYTHING TO THE WALLS OR WINDOWS....THE ONLY ADHESIVE ALLOWED IS BLUE PAINTERS TAPE.

MOUNT ARLINGTON CIVIC CENTER CHECKLIST

BATHROOMS:	RENTER	BOROUGH
Waste baskets emptied into garbage bags and left inside front door		
No debris on floors		
KITCHEN:		
All appliances turned off (except refrigerator)		
Countertops wiped clean		
Waste baskets and garbage containers emptied into garbage bags and left inside front door		
All utensils put away		
Faucet turned off		
Sink emptied and wiped clean		
All food removed from Center		
MAIN ROOM:		
Windows closed and locked		
Tables and chairs cleaned of all food & drink residue		
Tables folded and put against wall		
Chairs stacked and put against wall		
Lights/fans turned off		
Waste baskets emptied into garbage bags and left inside front door		
Floor swept clean and any spills cleaned up		
All decorations removed		
Doors locked		
PLEASE DO NOT TOUCH THERMOSTAT		

Refundable Deposit of \$150.00 is Required When Renting the Center Pursuant to Ordinance #29-03

The deposit will be fully refunded in the absence of damage or the need for extraordinary cleaning: the property both inside and outside should be in the same orderly condition as when found.

The deposit shall be used by the Borough for extraordinary cleaning services or damage to the Center resulting from the applicant's use of the Center.

No alcoholic beverages are allowed on the premises. Maximum capacity is 60 people. The telephone is for emergency call only: all other calls are to be collect calls or charges to a credit card.