

JAMES J CULLEN CENTER  
GROUP USE OF BUILDING PERMIT

VETERANS MEMORIAL PARK  
1776 UNION AVENUE  
HAZLET, NJ 07730

732-739-0653  
FAX 732-335-1036  
WEBSITE [www.hazletwp.org](http://www.hazletwp.org)

ROOM: L\_C\_R\_PS\_SR\_CF PURPOSE \_\_\_\_\_ #PERSONS \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_ ZIP \_\_\_\_\_  
CELL # \_\_\_\_\_ HOME # \_\_\_\_\_ EMAIL \_\_\_\_\_

SINGLE  
RESERVATION: DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_ DAY \_\_\_\_\_  
TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

STANDING  
RESERVATION: DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_ DAY \_\_\_\_\_  
MONTHLY \_\_\_\_\_ DAY \_\_\_\_\_  
WEEKLY \_\_\_\_\_ BI-WEEKLY \_\_\_\_\_  
OTHER \_\_\_\_\_  
TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

NO MEETINGS ON: DATE/S: \_\_\_\_\_

RULES AND REGULATIONS

1. This Permit must be properly signed and filed with the Commission. It is not transferable. **YOU MUST NOTIFY THIS OFFICE IN WRITING OF ANY CANCELLATION.** Please have your signed copy with you while using the facility.
2. All groups must clean area before leaving. If tables, chairs, etc. are moved, they must be returned to their original position. Please bring extra trash bags if you plan food service for a project and deposit closed bag at outside rear of building.
- 2a No one is allowed to use any kitchen supplies, utensils etc. You must provide your own. ALSO NO ONE ALLOWED IN PRESCHOOL

3. We have a maintenance man on duty from 6:00 to 10:00 p.m., Monday thru Friday. During these times you are not required to pick up a key. When the building is closed during other hours, the key for the building is to be signed-out at Police Headquarters no earlier than one hour prior to the start of meeting and then passed on to other groups that will be leaving later (if any). It must then be signed-in at Police Headquarters by whoever will be returning the key on that date.
4. These premises may be used only on and for the specified date, purpose and room assigned.
5. A Certificate of Insurance naming Hazlet Recreation as additional insured is required for non-recreational sponsored usage. Also, a copy of the Certificate renewal must be submitted to us when it becomes due.
6. ALL GROUPS MUST LEAVE THE BUILDING NO LATER THAN 10:30 PM. THE BUILDING IS ON A TIMER-ALARM AND IS PROGRAMMED FOR 11:00 PM. MAKE SURE ALL LIGHTS ARE OFF, WINDOWS ARE CLOSED AND RESTROOMS ARE CHECKED.
7. Yearly Permits for regularly recurring meetings or events must be renewed each January.
8. NO ALCOHOL BEVERAGES ARE ALLOWED.
9. All entertainment is to be must be approved by the Recreation Commission.
10. NO SMOKING IS ALLOWED IN THE BUILDING as of 9/3/93 per Township Ordinance.
11. NO MINORS ALLOWED WITHOUT ADULT SUPERVISION.
12. Your organization will be held responsible for any disorder or damage done to property.

Please cooperate. Violation of these rules may mean revocation and/or ineligibility for existing or future Permits.

CERTAIN FUNCTIONS WILL REQUIRE CUSTODIAL OVERTIME.

HAZLET TOWNSHIP AND THE RECREATION COMMISSION RESERVE THE RIGHT TO CANCEL THIS PERMIT SHOULD THE NEED ARISE.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE DATE

\_\_\_\_\_  
 APPROVED BY DATE