



TOWNSHIP OF GLOUCESTER

1261 Chews Landing-Clementon Rd., at Hider Lane
P.O. Box 8, Blackwood, New Jersey 08012

(856) 228-4000 • FAX: (856) 374-3527 (Clerk)
FAX: (856) 374-3528 (Finance)

Department of Recreation: (856) 435-5734/(856) 374-3520 Fax: (856)782-8962
Email: recdept@glotwp.com www.glotwp.com

APPLICATION FOR USE OF POINT ARIEL PARK COMMUNITY CENTER Instructions

1. Complete the information below.
2. Submit this signed application to the Department of Recreation no later than the 15th of the month prior to the month you are requesting. Example: Requests for April must be in no later than March 15th.

Your Name: _____ Home Phone: _____
 Organization Name: _____ Work Phone: _____
 Address: _____
 City, State, Zip Code: _____
 Please describe what you will conduct in the room: _____

Please indicate your room set-up preference

_____ Setup #1: Seats 50 people in room, lecture style, with 1 front speaker's table.
 _____ Setup #2: Seats 48 people at classroom like tables (8 people each at 6 tables)
 _____ Setup #3: Other: _____

Please note: Rooms #1 and #2 are divided by a folding partition to enable two groups to be using the community center at one time, if necessary. If you anticipate more than 100 people, please feel free to contact Debi Carr at (856) 228-9015 for use of the Senior Community Center, as Point Ariel Park cannot accommodate over 100 people.

DATE(S) & DATE(S)	TIMES
_____	_____ to _____ or _____ to _____
_____	_____ to _____
_____	_____ to _____
Estimated # of adult participants: _____	Estimated # of children under 18: _____
Percentage of attendants whom are Gloucester Township residents: _____ %	

I represent the organization named above. I have received a copy of the Point Ariel Park Community Center's Rules and Regulations (attached). If requested, I agree to submit a roster listing the names, addresses and phone numbers of our organization members prior to our use of this facility.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Received in Rec Office by: _____ Date: _____ Application Complete: _____ Yes _____ No

POINT ARIEL PARK COMMUNITY CENTER

RULES & REGULATIONS - GROUP USE

1. The Point Ariel Park Community Center may be used free of charge on a space-available basis by any Gloucester Township youth group, athletic organization, community group, or non-profit organization whose primary membership consist of Gloucester Township residents. Your anticipated attendance while using this building must exceed 10 people.
2. Groups requesting use of the facility must fill out a request form and submit the completed form to the Recreation Center Office (see attached instructions for deadlines)
Mail: Gloucester Township Recreation Dept. Drop off: Recreation Center
P.O. Box 8 80 Broadacres Drive
Blackwood, New Jersey 08012 Clementon, NJ 08021
3. Recreation Department staff will be available to set up tables and chairs for your use, if pre-arranged. Their job is to supervise the actual building, and you will be asked to sign a facility condition checklist upon your departure. It is NOT the responsibility of the staff to supervise children and/or adults using the facility during group time. The group using the facility takes full responsibility for the actions of their participants and guests. The group leader or person in charge is responsible for all children associated with the organization, or accompanying an adult attending a meeting conducted by the organization, during their allotted time.
4. Children under 12 years of age may not be dropped off and left at the Community Center unless an adult from your group is present to supervise them. Also, an adult group representative must remain until all children are gone. Children cannot be left unattended inside the building, including the hallway or entryway.
5. Smoking is prohibited inside all areas within the Point Ariel Park Community Center.
6. Kitchen facilities are not available at the Community Center. Food and beverages cannot be prepared on site. Coffee cannot be made on site. However, you may bring in store bought, already prepared items to be served as refreshments. Each group is responsible for cleaning up immediately after their use.
7. Soliciting or sale of food, beverages, services, wares, or any merchandise is prohibited.
8. The Community Center is not responsible for any lost or stolen personal or group items.
9. During the day, the Community Center is used as a state licensed preschool. All items hanging on walls, doors, bulletin boards, in bookcases, etc., are for the sole use of the preschool. Please respect the property of others.
10. The Director of Recreation reserves the right to deny use to any organization based on any violation of the rules and regulations detailed above.