COUNTY OF GLOUCESTER
BUILDINGS & GROUNDS DEPARTMENT

FACILITIES USE
REQUEST TO RESERVE

1. Name of Organization:_____________________________________________________

2. Name(s) of Person Responsible for Event
   a. ________________________________
   b. ________________________________

3. Certificate of Liability with County of Gloucester 2 South Broad Street Woodbury NJ 08096 listed as other insured for $1,000,000 (copy) to be faxed along with this form to 856-251-6720.

4. Contact Numbers
   a. Office_______________________________________
   b. Cell________________________________________
   c. Fax________________________________________
   d. Email_______________________________________

5. Facilities Requested_____________________________________________________

6. Purpose for Use of Facility

_________________________________________________________________________
_________________________________________________________________________

7. Date of Event:____________________________

8. Time of Event: start_________________ AM PM end__________________ AM PM

9. Number of Participants Expected______________________________________

10. List any special considerations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

*Completion of this form does not guarantee approval of use. Upon receipt of all required information this request will be evaluated you will be contacted with approval or denial of request. Your group is responsible for set up and clean up.

THE CONTACT PERSON WILL BE NOTIFIED AFTER REVIEW OF THE REQUEST.

Approval

1.___________________________________
   Chad M. Bruner , Administrator Date

2.___________________________________
   Peter Scirrotto,.Sr, Superintendent Buildings & Grounds Date