

TOWNSHIP OF TOMS RIVER  
County of Ocean, Toms River, New Jersey 08753



Reply To:  
Office of the Township Clerk

Telephone: (732) 341-1000 Ext. 8200  
Fax Number: (732) 341-3586

REGULATIONS FOR RENTAL AND USE OF ROOMS IN THE  
TOWNSHIP OF TOMS RIVER MUNICIPAL COMPLEX, 33 WASHINGTON STREET

The Municipal Building is primarily for use of Township sponsored programs. There are rooms, however, available for community use when there is no conflict with Township functions. Township activities will always take precedence over the allocation of facilities to organizations. The Township Council reserves the right to cancel any authorization, in the interest of Township needs.

In the event that the Municipal Complex is closed for any reason, such as snow, power failures, etc., all events will be cancelled and rescheduled upon application.

Organizations desiring to use a room shall make arrangements with the Office of the Township Clerk.

Any organization that is granted the use of a room will be held responsible for its proper use and adherence to all rules and regulations governing such use. The Township Council may cancel the privilege of using the rooms for any organization that proves to be irresponsible.

-No keys to the Municipal Complex shall be issued to any applicant or unauthorized person at any time.

-No alcoholic beverages will be allowed on the premises.

-Legalized Games of Chance are prohibited.

-Organizations shall abide by all local and state fire regulations.

-The granting of a permit for the use of a room or grounds confers no privileges for the use of any facilities other than those stated in the permit. Do not consider your room confirmed until you receive written notification from this office.

-There are no telephones in public meeting rooms. Please make prior arrangements to contact members, if this is necessary.

-The renter will be furnished with the name and phone number of a person to contact in the event of an emergency when the Municipal Offices are closed.

Please return application as soon as possible to:

Township of Toms River Clerk's Office  
33 Washington Street  
Toms River, N.J. 08753

Approved :  
*J. Mark Mutter*  
J. MARK MUTTER  
TOWNSHIP CLERK, RMC

11/11/08

## TOWNSHIP OF TOMS RIVER ROOM APPLICATION

TODAY'S DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ARE YOU A NON-PROFIT ORGANIZATION? YES NO \_\_\_\_\_

NAME OF PERSON IN CHARGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

ROOM DESIRED: \_\_\_\_\_

EQUIPMENT OR SERVICE DESIRED: \_\_\_\_\_

THIS SPACE WILL BE USED FOR : \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS : \_\_\_\_\_

DATE AREA WILL BE USED : \_\_\_\_\_

REMARKS: \_\_\_\_\_

THE SIGNING OF HIS APPLICATION BIND STHE APPLICANT TO ABIDE BY THE RULES AND REGULATIONS OF THE TOWNSHIP OF TOMS RIVER. A COPY OF THE SAME IS AVAILABLE AT THE OFFICE OF THE TOWNSHIP CLERK. ALL RENTALS ARE SUBJECT TO CANCELLATION IN THE EVENT OF AN UNEXPECTED TOWNSHIP ACTIVITY. IN THE EVENT THAT THE MUNICIPAL COMPLEX IS CLOSED FOR ANY REASON, ALL EVENTS WILL BE CANCELED AND RESCHEDULED UPON APPLICATION.

I HAVE RECEIVED AND READ A COPY OF THE TOWNSHIP COUNCIL POLICY GOVERNING THE USE AND/OR RENTAL OF TOWNSHIP FACILITIES IN THE MUNICIPAL COMPLEX.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

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TO BE COMPLETED BY TOWNSHIP; IN THE EVENT OF AN EMERGENCY, E.G, WHERE THE MUNICIPAL COMPLEX IS CLOSED, THE APPLICANT IS TO CALL TOWN HALL SECURITY GUARD AT 341-1277 IN ORDER TO DETERMINE WHETHER YOUR EVENT MAY STILL BE CONDUCTED.