Room Rental Application

Signature and completed applications are necessary to process room rental reservations. Return this application to Environmental Education Center, 190 Lord Stirling Road, Basking Ridge NJ 07920 Attn: Gretchen Rotondo, Administrative Assistant/Volunteer Coordinator, or emailed to grotondo@scparks.org

Name of Organization: _____________________________  Name of Applicant: ___________________________________________

Street/Address: ___________________________________  Phone Number: (   ) _________________________________

____________________________________  Alternate Contact: _______________________________________________

City/State/Zip: ___________________________________  Phone Number: (   ) _________________________________

Email Address: ___________________________________

1. Room requested: Auditorium                Exhibit Hall                Pond View Room                Discovery Room                STEM Lab                Tree House                Trails

2. Date(s) requested: ____________________________

3. Beginning time (including set-up): __________ am/pm  Ending time: __________ am/pm

4. Maximum number of participants: _______________

5. Purpose of event: _______________________________

6. Type of Setup: Classroom style ______  Theater style ______  Board Table ______  U-shape ______

7. Additional needs: Head table ______  Podium ______  Cart for AV ______  Table for catering ______

8. Will event be catered? ______  Will refreshments be served? ______  Coffee Urn Rental ($10.00) ______

9. Is event open to public? ______  Will donations be requested? ______  Additional Equipment ($10.00 per item) ______

10. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least $1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission. Somerset County Park Commission must be additionally insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a reservation is confirmed. It can be mailed to the Environmental Education Center at the address listed on the top of this application or faxed to 908 766-2687. Attn: Gretchen Rotondo, Administrative Assistant/Volunteer Coordinator, or emailed to grotondo@scparks.org.

The applicant by his or her signature certifies that: 1. All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this application may constitute a criminal violation. Violations will be the basis for denial or revocation of a reservation and may result in criminal prosecution. 2. The attached rules and regulations for room rentals and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. 3. The individual and/or the organization requesting a room rental reservation, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, age, sexual orientation, national origin, or religious or political affiliation. 4. Applicant has been duly authorized by the organization to execute this application on the organization’s behalf.

Signature of Applicant (DO NOT PRINT) __________________________________________________________________________ Date __________

<table>
<thead>
<tr>
<th>Up to 30 people</th>
<th>Other</th>
<th>31 – 99 people</th>
<th>Other</th>
<th>100 + people</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays 8am-5pm</td>
<td>$50</td>
<td>$100</td>
<td>$70</td>
<td>$150</td>
<td>$100</td>
</tr>
<tr>
<td>Evening meetings (After 5pm) &amp; Weekend meetings</td>
<td>$125</td>
<td>$175</td>
<td>$150</td>
<td>$225</td>
<td>$170</td>
</tr>
</tbody>
</table>

$25 building attendant fee per hour for opening doors prior to 8am and for daytime meetings that are not completed by 5pm. Building can be occupied no later than 11pm.

OFFICE USE ONLY: Date received ______  Insurance received ______  Reservation confirmation issued ______  Payment received ______