

**SOMERSET COUNTY PARK COMMISSION  
ENVIRONMENTAL EDUCATION CENTER  
(908) 722-1200  
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: Stephanie Owen, Administrative Assistant* or emailed to [sowen@scparcs.org](mailto:sowen@scparcs.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 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 \_\_\_\_\_ U-shape \_\_\_\_\_ Custom \_\_\_\_\_
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 named as 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: Stephanie Owen, Administrative Assistant, or emailed to [sowen@scparcs.org](mailto:sowen@scparcs.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 \_\_\_\_\_

	Tree House or Pond View Room		STEM Lab or Auditorium	
	Gov't/Non-profit	Other	Gov't/Non-profit	Other
Weekdays 8am-5pm	\$50	\$100	\$70	\$150
Evening meetings (After 5pm) & Weekend meetings	\$125	\$175	\$150	\$225

- \$25 building attendant fee per hour for opening doors prior to 8am and for daytime meetings that are not completed by 5pm.
- Building cannot be occupied after 11pm.
- 15% discount will be applied to groups who book 6 or more dates within a 12-month period. All dates must be presented at the time of booking in order to receive the discount.

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**OFFICE USE ONLY:**

Date received \_\_\_\_\_ Insurance received \_\_\_\_\_ Reservation confirmation issued \_\_\_\_\_ Payment received \_\_\_\_\_