

THE TOWNSHIP OF CRANBURY

23-A NORTH MAIN STREET
CRANBURY, NEW JERSEY 08512

609-395-0900 FAX 609-395-8861

Members of the Township Committee

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SUSAN J. GOETZ
GLENN R. JOHNSON
DANIEL P. MULLIGAN, III
JAMES TAYLOR



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Township Administrator/Director of Finance
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Clerk/Assistant Administrator
JERRY THORNE, C.P.W.M.,
Public Works Manager

Cranbury Township Public Meeting Rooms Policies and Information

Welcome to Cranbury Township's public meeting rooms. The township staff is here to assist your organization in scheduling and ensuring your organization has a positive experience in the renovated "Old School Building". We hope that you will enjoy hosting your event in this lovely and unique building. Please note the following rules for the use of Cranbury Township's Public Meeting Rooms and don't hesitate to contact the Township Clerk or Township Administrator if you have any questions or concerns.

The following activities are strictly prohibited in Town Hall and on the premises:

- Smoking or consuming alcoholic beverages
- Political, religious, fund-raising parties/activities/events
- Private parties/activities/events – including birthday & holiday parties, performances, etc.
- Use of candles, lanterns, incense or any open flame
- Fund raising, sales of goods and services
- Charging a fee for admission, raffles, lotteries, and collections of any kind

Applicants must be 18 years of age or older and be a resident of Cranbury Township. One adult must be present for every 15 minors.

Governmental applicants must apply through the Township Administrator before being referred to the Clerk for scheduling.

Rooms are reserved through the Township Clerk. Confirmation will be given after application has been received. Due to the high demand for rooms, groups will be limited to a maximum of two meetings a month. Groups, needing rooms for more than two meetings per month, will be placed on a space available list.

Any group using the facility during the evening hours, weekends, or Township holidays must enter and exit the building through the rear entrance doors. Groups must leave by 11 PM.

For cancellation, written notice must be made to the Township Clerk's Office 48 hours prior to the event in order for other groups to utilize the meeting/activity rooms.

**Application for Reservation of
Township of Cranbury Public Use Rooms**

Name of Group or Organization _____

(Must be non-profit, no private groups/parties allowed)

Contact Name _____

Address _____ City _____ Zip _____

Phone (Day) _____ Phone (Evening) _____

of People Expected _____ Room _____ Date _____

Time from _____ am/pm to _____ am/pm

Purpose _____

Note: Cranbury Township municipal functions/groups take priority in the scheduling.

The following information must accompany this reservation form:

1. A letter confirming the group is non-profit and stating the group's function or purpose.
2. Membership lists for proof that the majority of the groups members are Cranbury Township residents.
3. Original Certificate of Liability Insurance in the amount of \$ 1 million from the group's insurance company naming Cranbury Township as the Certificate Holder.

The applicant accepts responsibility for all terms and conditions as set forth in the Cranbury Township Public Meeting Rooms Policies and Information and associated guidelines and understands that failure to abide by said rules may result in denial of requests for future use of the facility. The applicant/organization holds harmless the Township of Cranbury and all its employees and officials with regard to injuries or accidents that may result in use of the facility.

Signature of Applicant _____ Date _____