

WINSLOW TOWNSHIP  
USE APPLICATION  
PUBLIC BUILDINGS AND GROUNDS  
(Submit at least 30 days prior to the date requested)  
Please see reverse side of this application for Use Policy

APPLICANTS' NAME: \_\_\_\_\_

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

TELEPHONE #: \_\_\_\_\_

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

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

TELEPHONE #: \_\_\_\_\_

DESCRIBE INTENDED USE AND/OR NATURE OF EVENT: \_\_\_\_\_

DATE OF INTENDED USE: \_\_\_\_\_

TIME: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NUMBER OF PERSONS EXPECTED TO ATTEND: \_\_\_\_\_

KITCHEN FACILITIES REQUIRED: ( ) YES ( ) NO

NAME OF PERSON TO BE RESPONSIBLE FOR ACCESS KEYS; SECURITY OF BUILDING; AND BUILDING/  
GROUNDS CLEAN UP:

NAME: \_\_\_\_\_

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

PHONE #: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*BUILDING PREFERENCE: CHECK ONE

( ) MUNICIPAL ANNEX, 402 TANSBORO ROAD, TANSBORO

( ) SENIOR CITIZENS CENTER, 33 COOPERS FOLLY ROAD, ATCO

( ) MUNICIPAL BUILDING MEETING ROOM, 125 SOUTH ROUTE 73, BRADDOCK

( ) OTHER, DESCRIBE \_\_\_\_\_

**"NO SMOKING" REGULATIONS APPLY TO PUBLIC PREMISES (P.L. 1985 CHAPTER 381)**

**"NO UNLICENSED GAMES OF CHANCE" (P.L. 1954 C.5)**

**"NO ALCOHOLIC BEVERAGE CONSUMPTION IS PERMITTED ON PREMISES" (W.T.C. 77-13A)**

**FAILURE TO CLEAN BUILDING TIMELY WILL BE CAUSE FOR NO FUTURE USE APPROVALS**

FORWARD TO: OFFICE OF THE MUNICIPAL CLERK  
WINSLOW TOWNSHIP MUNICIPAL BUILDING  
125 SOUTH ROUTE 73  
BRADDOCK, NEW JERSEY 08037-9422

### Public Building Use Policy

1. Use schedules are maintained by the office of the Municipal Clerk. Unless otherwise prioritized by the Governing Body, any application for use of a building, wherein an event is already approved and scheduled, the application will be administratively denied.
2. Use is limited to non-profit civic purposes. Business, personal, political or private use is not approvable.
3. The building should be left, immediately after the day and hours assigned for use, clean and with all furniture and/or appliances returned to their proper location; **ALL TRASH** shall be placed in the outside trash containers provided.
4. Certain authorized organizations store items in the building. Such items are not for use by others.
5. It is the responsibility of the applicant/user, upon approval, to pick up, sign for, and return access keys to the building during regular business hours of the office of the Municipal Clerk. There shall be no duplicate keys made without the expressed written authority of the Township of Winslow
6. At **NO TIME** shall the building be occupied by more persons than allowed under the N.J. Fire Codes (266 persons)
7. Any damages to property or injury to any person while on the premises shall be reported as soon as possible to the office of Administration in the Municipal Building. (609-567-0700)