



**FACILITY/ROOM USE REQUEST FORM  
 COUNTY OF HUNTERDON  
 OFFICE OF THE ADMINISTRATOR  
 PO BOX 2900  
 FLEMINGTON, NJ 08822-2900  
 PHONE: (908) 788-1102 FAX: (908) 806-4236  
 E-MAIL: [kbriggs@co.hunterdon.nj.us](mailto:kbriggs@co.hunterdon.nj.us)**

|   |  |
|---|--|
| <p>NAME OF ORGANIZATION: _____</p> <p>NAME OF ORGANIZATION REPRESENTATIVE RESPONSIBLE FOR USEAGE: _____</p> <p>ADDRESS: _____</p> <p>TELEPHONE:<br/>Home: _____</p> <p>Work: _____</p> <p>Email: _____</p> <hr/> <p>TYPE OF EVENT OR PROGRAM (Please specify):<br/>Examples: Workshop, Meeting, Training, etc.<br/>_____</p> <p>SPECIAL NOTE: Fundraising admission or other charges are not allowed unless permitted under a separate agreement.</p> <p>DATES(S) REQUESTED:<br/>_____<br/>_____<br/>_____</p> <hr/> <p align="center"><b>CURRENT CERTIFICATE OF INSURANCE MUST BE PROVIDED WITH APPLICATION.<br/>       The Certificate MUST State Personal and Liability Coverage of at Least \$1,000,000.00 and<br/>       Name The County of Hunterdon as Additional Insured.</b></p> | <p>NUMBER OF PARTICIPANTS AND/OR AUDIENCE EXPECTED AND MAKE UP OF AUDIENCE EXPECTED (children, adults, etc):<br/>_____</p> <hr/> <p>FACILITY/ROOM REQUESTED: (Requires Room Setup Choice, see attached diagrams)</p> <p>ROUTE 12 ASSEMBLY SPACE:</p> <p>WHOLE ROOM * _____ Room Setup Choice</p> <p>KITCHEN SIDE * _____ Room Setup Choice</p> <p>DAIS SIDE * _____ Room Setup Choice</p> <p>FREEHOLDER MEETING ROOM, MAIN STREET COMPLEX</p> <p>HISTORIC COUNTY COURTHOUSE (extra fee required)</p> <p>SPECIAL NEEDS REQUESTED (If available)</p> <p>SOUND SYSTEM</p> <p>BIG SCREEN TV / VCR / DVD PLAY</p> <p>SPECIAL CONSIDERATIONS (please specify)<br/>_____<br/>_____</p> <hr/> <p>NOTE: Facility Use Charges May Apply. If there is a charge, you will be notified upon submission of request.</p> <hr/> <p align="center"><b>USE OF ROOM IS SUBJECT TO APPROVAL</b></p> <hr/> <p>SIGNATURE OF ORGANIZATION REPRESENTATIVE: (I have read the Facilitu Use Regulations and agree on behalf of my gourp that we ill abide by them)</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p> |
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**In response to your request for use of a meeting room in a County-owned building, the following guidelines and request form are provided:**

**GUIDELINES FOR USE OF COUNTY BUILDINGS/MEETING ROOMS**

County buildings/meeting rooms may be used by government entities for official business and non-profit organizations for educational, cultural or civic events.

Meetings by groups whose objectives are political in nature or whose objective is to lobby for/against public action are prohibited. Non-partisan political events designed for educational purposes such as debates may be approved upon review and approval by the Board of Chosen Freeholders.

The scheduling of room use is on a first come, first served basis and is scheduled at the sole discretion of the County. Requests for room use should be made as far in advance as possible.

While regularly scheduled meetings shall not exceed 2 per month, special meetings may be permitted if space is available on a case by case basis.

A certificate of insurance, naming the County of Hunterdon as an additional insured, must accompany the request. The certificate of insurance must include General Liability with a minimum of \$1,000,000 Workmen's Compensation with \$100,000/\$500,000/\$100,000 coverage and Excess Liability, if available. Groups may petition the Freeholders for a waiver of this requirement in appropriate circumstances.

Groups that are not organized as non-profit or government entities require special Freeholder consideration for approval.

If the meeting/activity is scheduled on off hours/weekends/holidays or if there are special accommodations/set up required, there will be a \$35.00 per hour fee for payable to the County for opening/preparing the room/closing/cleaning the facility, unless waived by the Board of Chosen Freeholders, for each County personnel required. There will a \$75 per hour fee for the Historic County Court House, payable to the County for the same services.

Organizations assume responsibility for any damage to room contents. No additional furniture or equipment, other than what is available, is to be used without County approval.

The County is not responsible for providing storage of equipment, supplies, materials or other items owned by a group and used in the county building.

Groups are expected to pick up after themselves and make sure the room is returned to its original state.

Food and beverages are only permitted in designated areas.  
Smoking in County buildings is prohibited.

Visitors must stay in designated areas.

In the event of an emergency involving the physical plant, (flooding, electrical problems, plumbing, etc.) contact the County Emergency Services Department at (908) 788-1202 who will contact the County Buildings and Maintenance Department.

Room capacity must be strictly enforced.

In the event of an accident involving injury, contact the appropriate emergency department via 9-1-1.  
Scheduled use of room may be subject to cancellation.

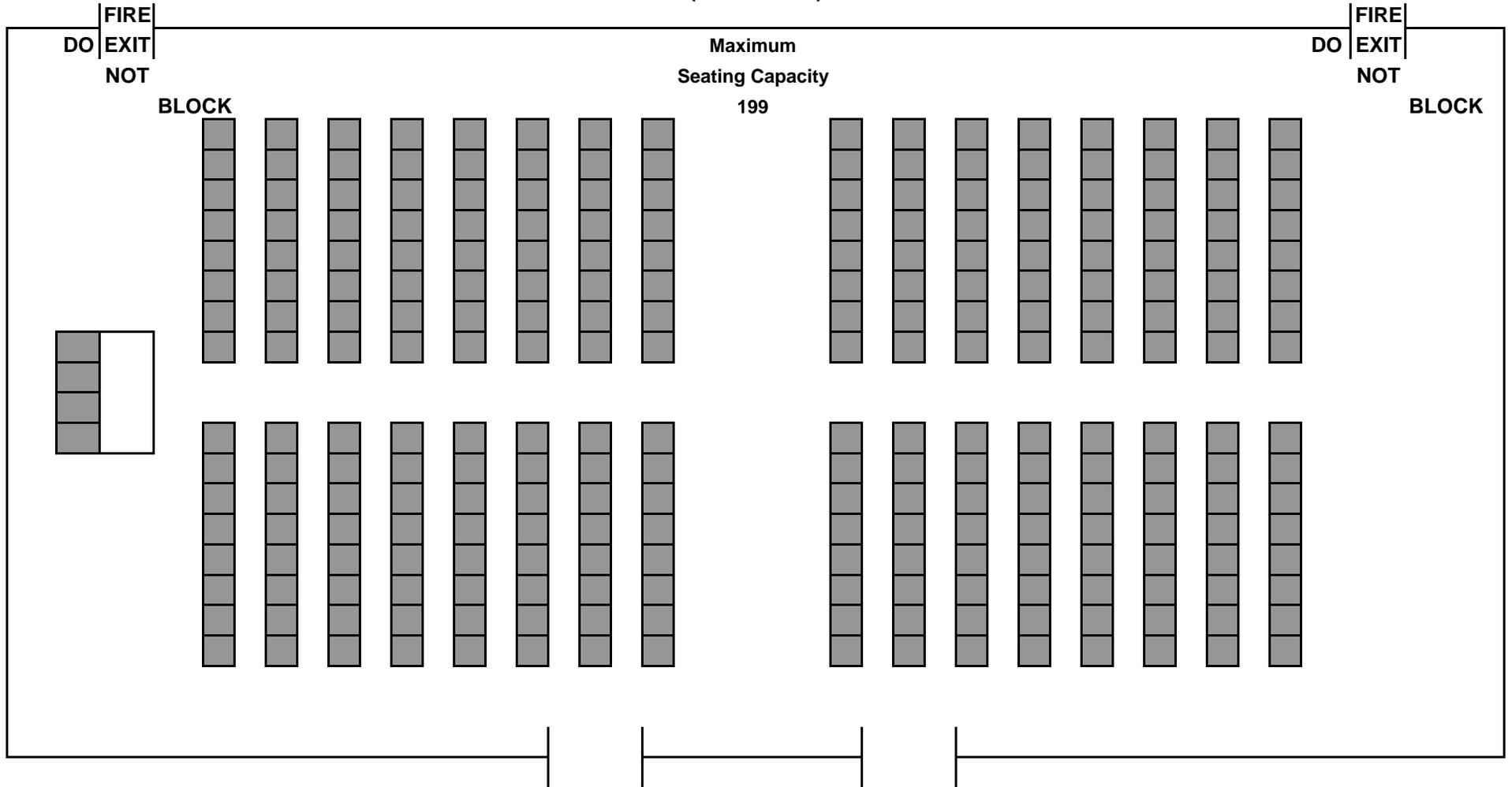
**FAILURE TO COMPLY WITH GUIDELINES MAY RESULT IN DENIAL OF FUTURE REQUESTS**

**I acknowledge that I have read and understand the above guidelines:**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

REQUESTED ROOM SET-UP  
ROUTE 12 ASSEMBLY ROOM (Whole Room - Set-Up "A")  
(Not to Scale)



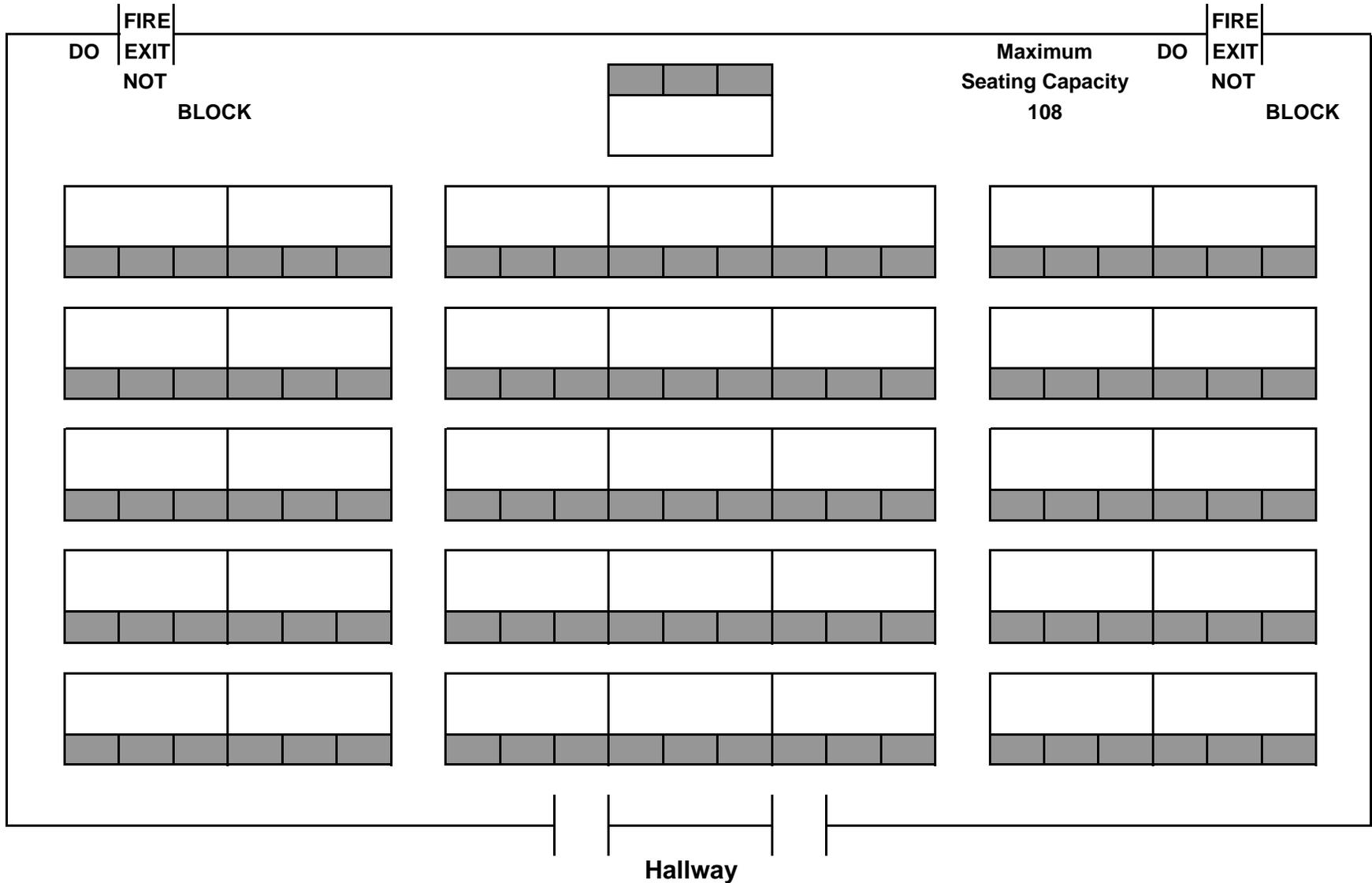
Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Requested Date of Use: \_\_\_\_\_ Start Time of Use: \_\_\_\_\_ End Time of Use: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_ Person Making Request: \_\_\_\_\_

**\*REQUESTED ROOM SET-UP MUST BE ACCOMPANIED BY COMPLETED FACILITY/ROOM USE REQUEST FORM\***

**REQUESTED ROOM SET-UP**  
**ROUTE 12 ASSEMBLY ROOM (Whole Room - Set-Up "B")**  
**(Not to Scale)**

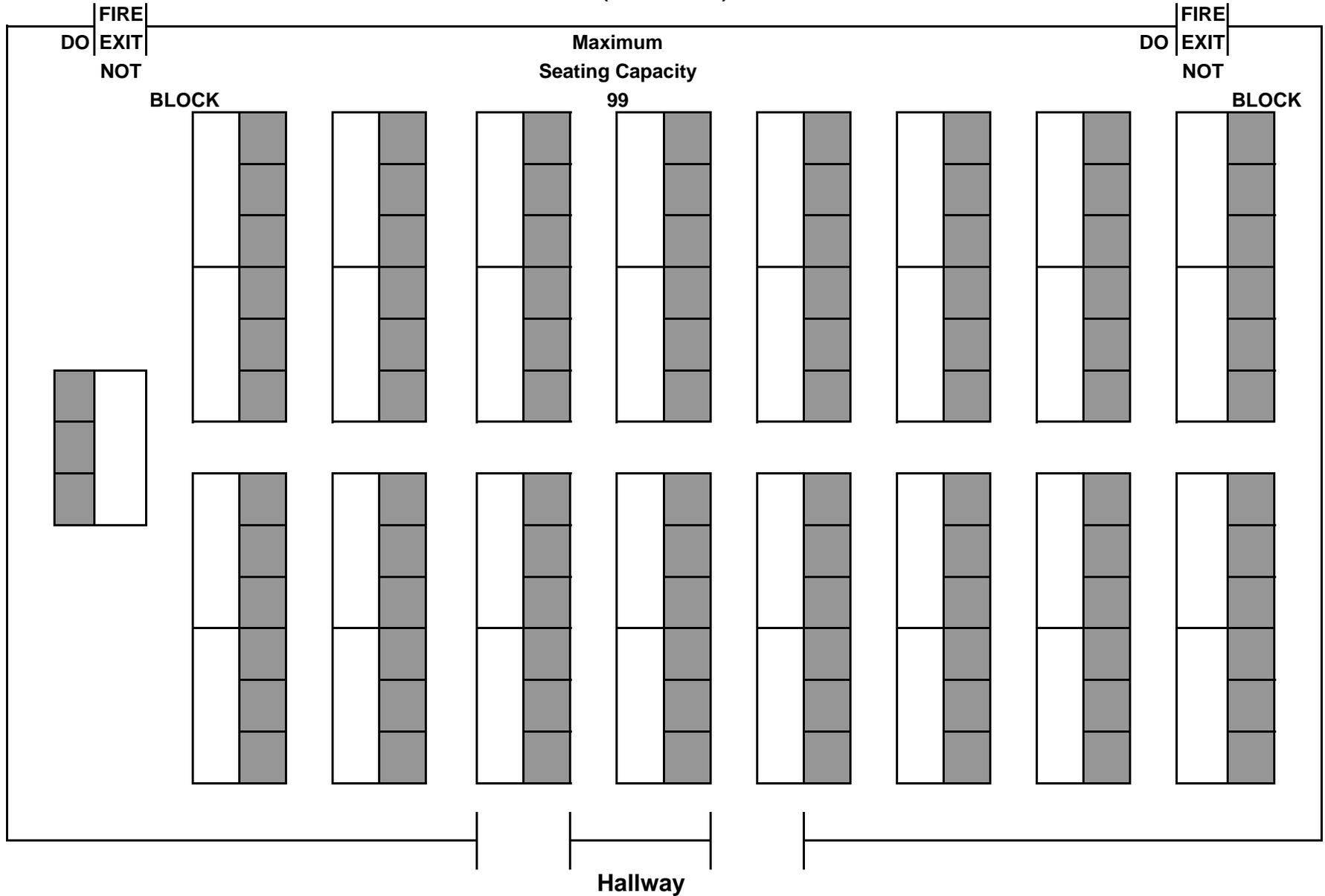


Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Requested Date of Use: \_\_\_\_\_ Start Time of Use: \_\_\_\_\_ End Time of Use: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_ Person Making Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
ROUTE 12 ASSEMBLY ROOM (Whole Room - Set-Up "C")  
(Not to Scale)**

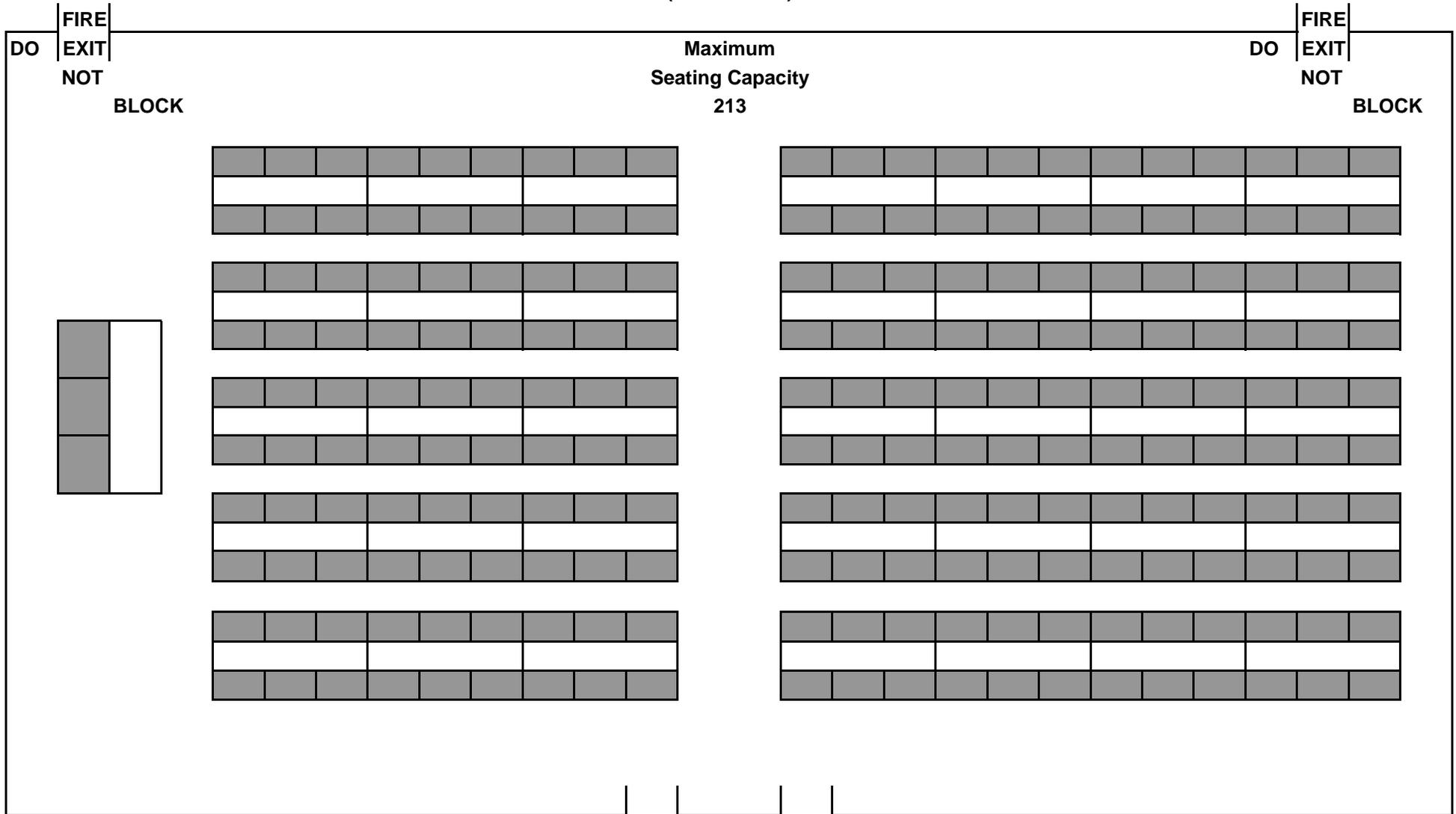


Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Requested Date of Use: \_\_\_\_\_ Start Time of Use: \_\_\_\_\_ End Time of Use: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_ Person Making Request: \_\_\_\_\_

**REQUESTED ROOM SET-UP**  
**ROUTE 12 ASSEMBLY ROOM (Whole Room - Set-Up "D")**  
 (Not to Scale)



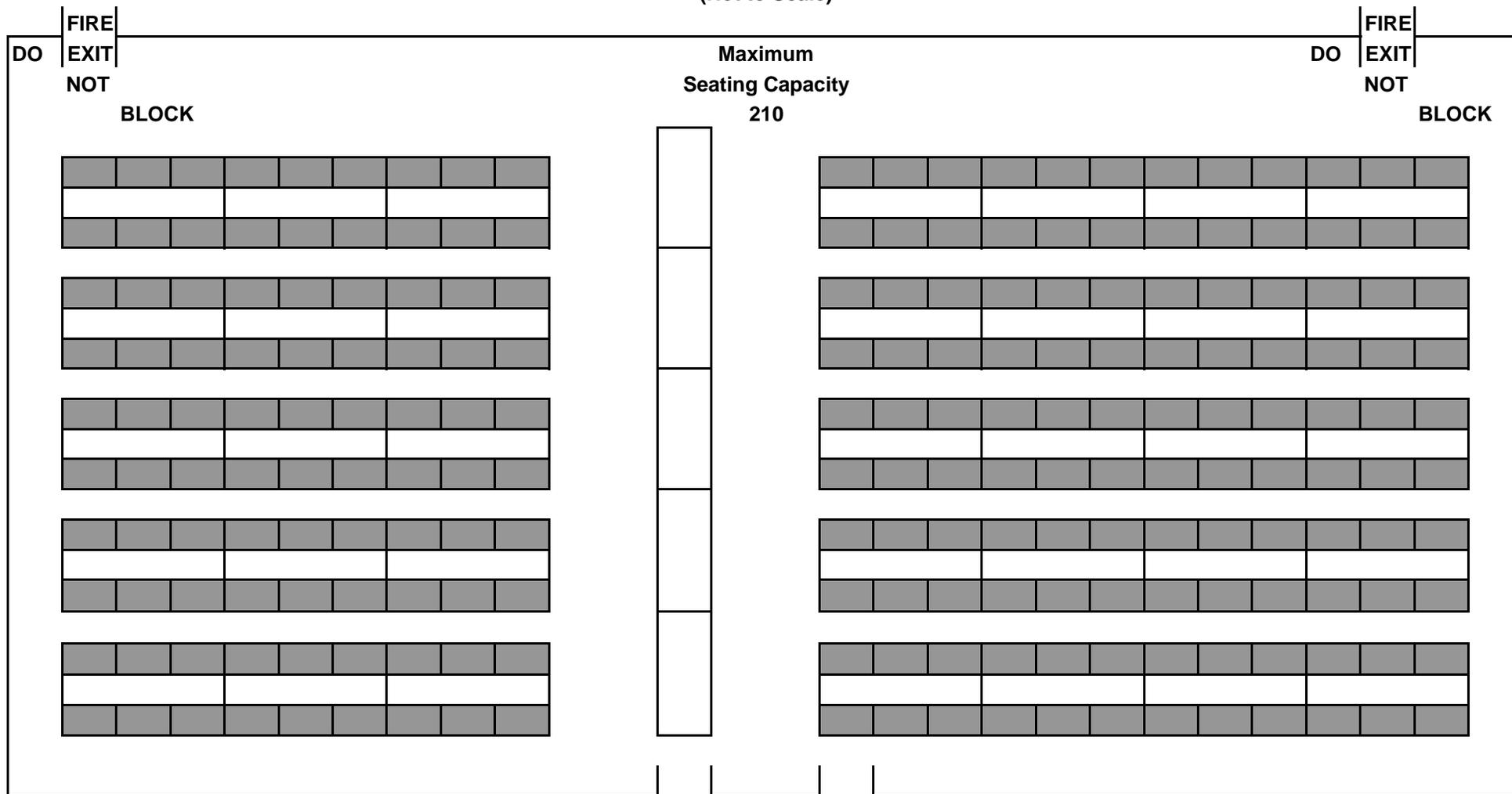
**Hallway**

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

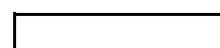
Requested Date of Use: \_\_\_\_\_ Start Time of Use: \_\_\_\_\_ End Time of Use: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_ Person Making Request: \_\_\_\_\_

REQUESTED ROOM SET-UP  
 ROUTE 12 ASSEMBLY ROOM (Whole Room - Set-Up "E")  
 (Not to Scale)



Maximum Seating Capacity  
210

 = Table

 = Chair

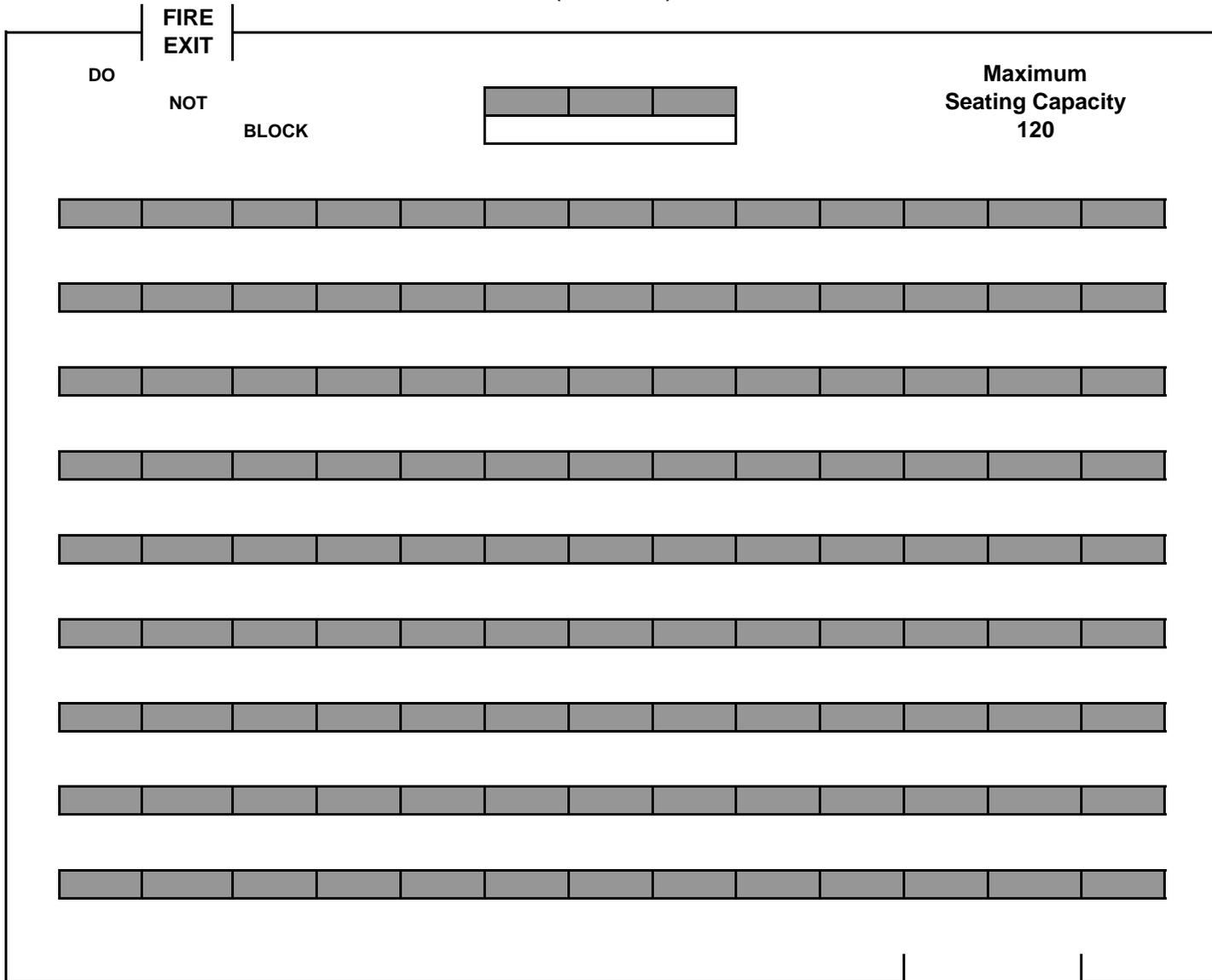
Hallway

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Requested Date of Use: \_\_\_\_\_ Start Time of Use: \_\_\_\_\_ End Time of Use: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_ Person Making Request: \_\_\_\_\_

## REQUESTED ROOM SET-UP OF THE ROUTE 12 ASSEMBLY ROOM (Assembly Side - Set-Up "A") (Not to Scale)



**Hallway**

= Table

= Chair

Organization \_\_\_\_\_

Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Time of Use \_\_\_\_\_

End Time of Use \_\_\_\_\_

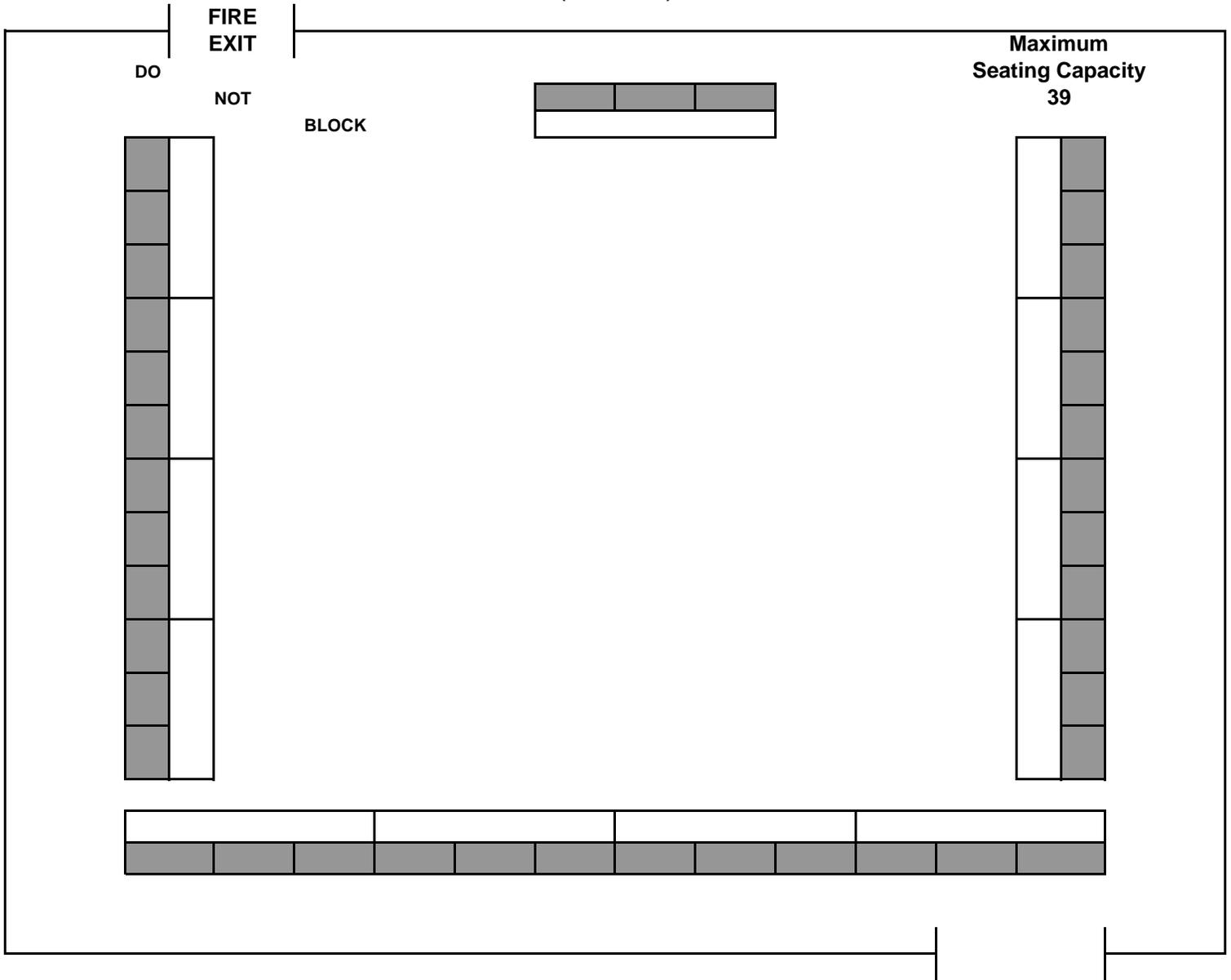
Request That Partition Between Rooms Be Closed    Yes \_\_\_\_\_    No \_\_\_\_\_

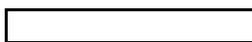
Additional Equipment Needed (If Available) \_\_\_\_\_

Person Making Request \_\_\_\_\_

Date of Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
OF THE  
ROUTE 12 ASSEMBLY ROOM (Assembly Side - Set-Up "B")**  
(Not to Scale)



 = Table

 = Chair

Organization \_\_\_\_\_

Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Time of Use \_\_\_\_\_

End Time of Use \_\_\_\_\_

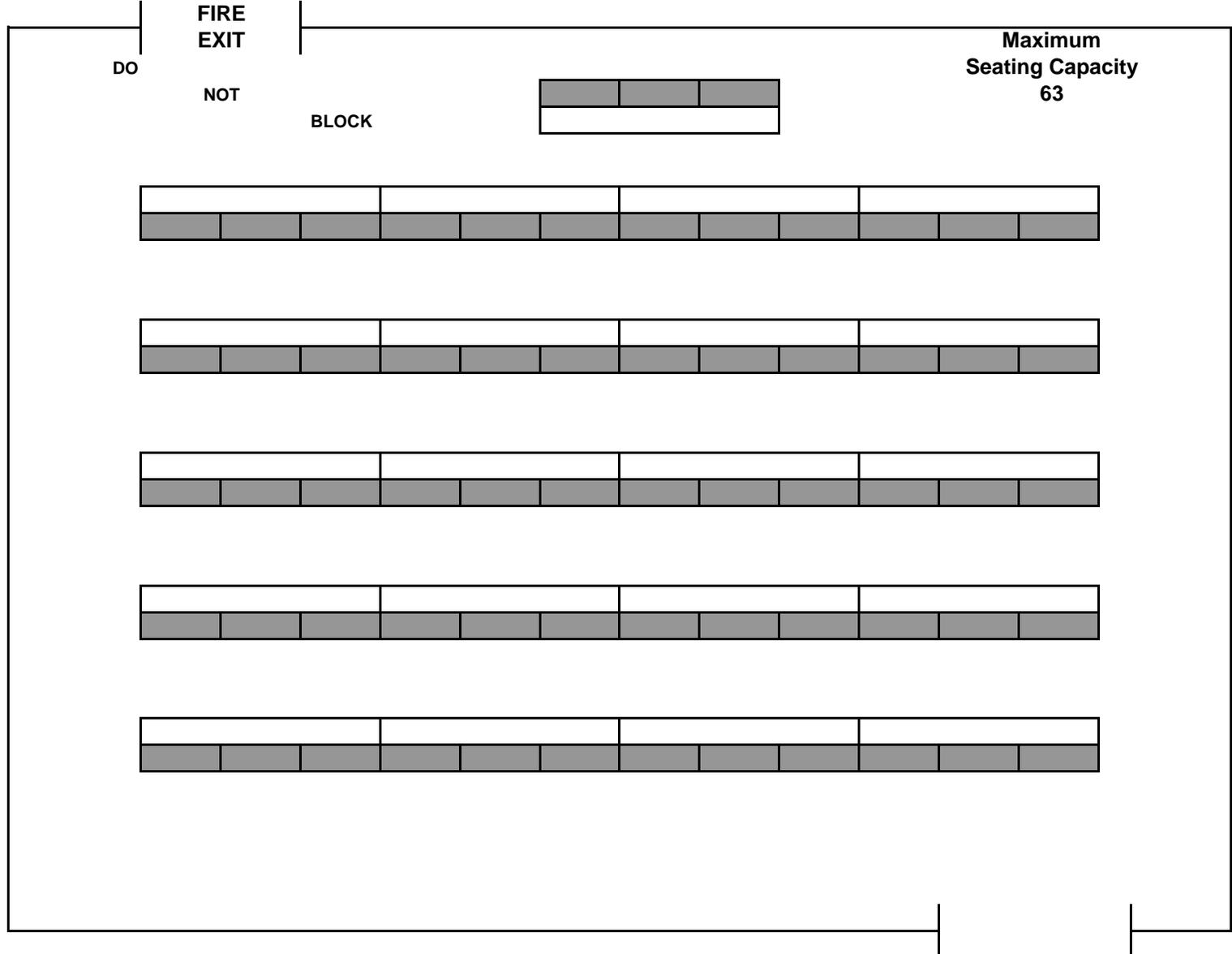
Request That Partition Between Rooms Be Closed Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_

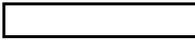
Person Making Request \_\_\_\_\_

Date of Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
OF THE  
ROUTE 12 ASSEMBLY ROOM (Assembly Side - Set-Up "C")**  
(Not to Scale)



**Hallway**

 = Table

 = Chair

Organization \_\_\_\_\_ Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

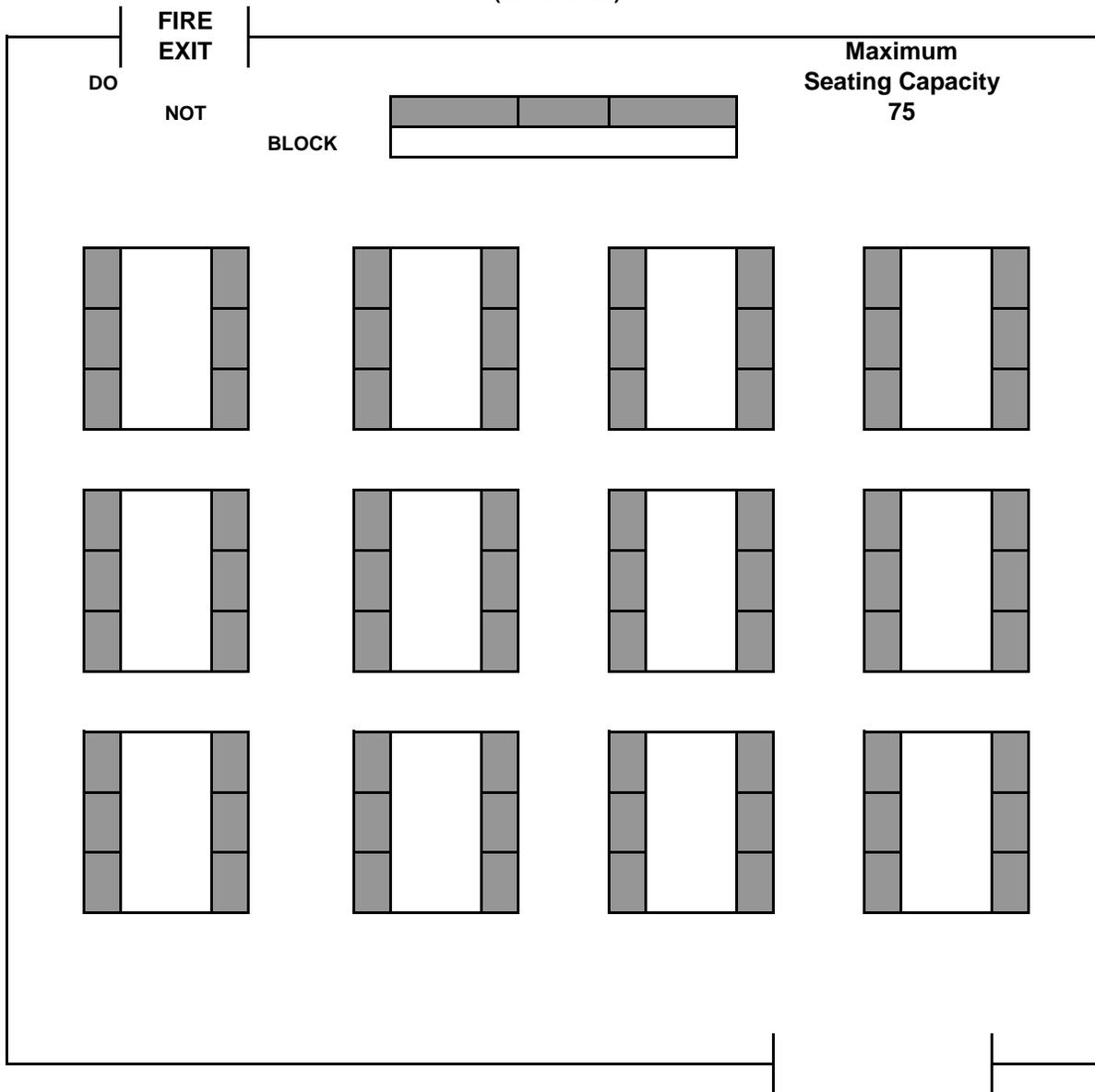
Start Time of Use \_\_\_\_\_ End Time of Use \_\_\_\_\_

Request That Partition Between Rooms Be Closed Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_

Person Making Request \_\_\_\_\_ Date of Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
OF THE  
ROUTE 12 ASSEMBLY ROOM (Assembly Side - Set-Up "D")**  
(Not to Scale)



 = Table

 = Chair

Organization \_\_\_\_\_

Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Time of Use \_\_\_\_\_

End Time of Use \_\_\_\_\_

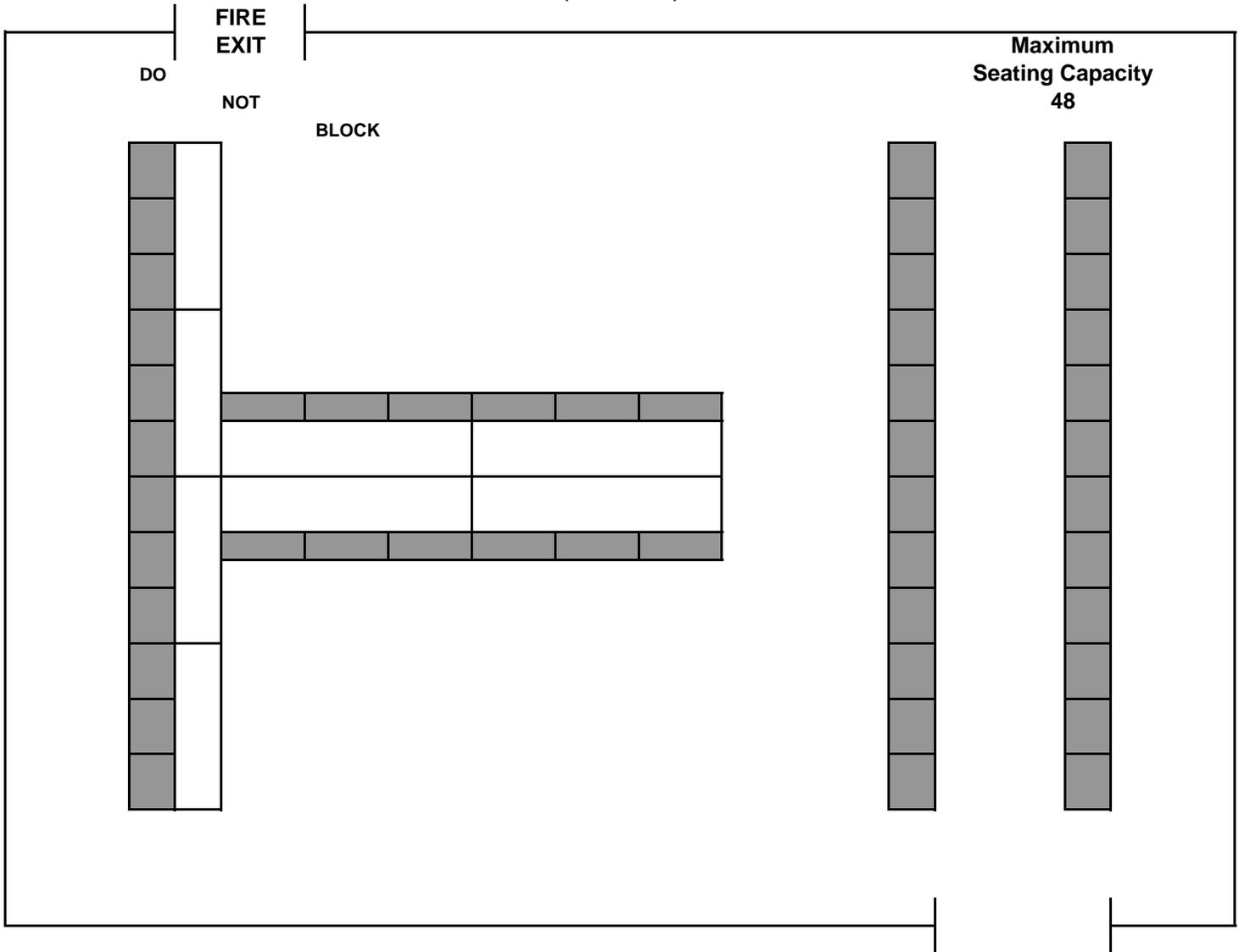
Request That Partition Between Rooms Be Closed Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_

Person Making Request \_\_\_\_\_

Date of Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
OF THE  
ROUTE 12 ASSEMBLY ROOM (Assembly Side - Set-Up "E")**  
(Not to Scale)



**Hallway**

 = Table

 = Chair

Organization \_\_\_\_\_

Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Time of Use \_\_\_\_\_

End Time of Use \_\_\_\_\_

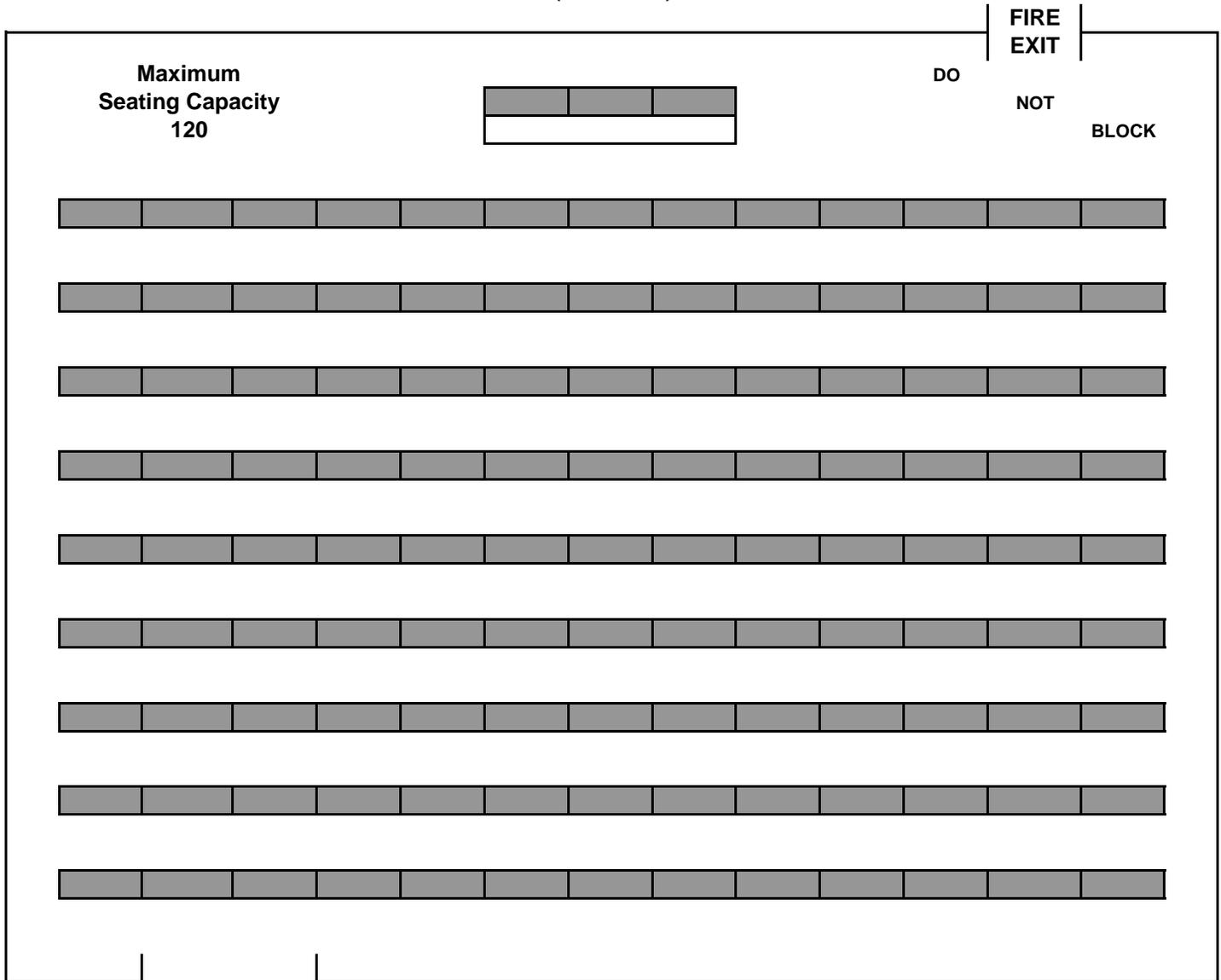
Request That Partition Between Rooms Be Closed Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_

Person Making Request \_\_\_\_\_

Date of Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
OF THE  
ROUTE 12 ASSEMBLY ROOM (Kitchen Side - Set-Up "A")  
(Not to Scale)**



Maximum Seating Capacity  
120

FIRE EXIT  
DO NOT BLOCK

**Hallway**

 = Table

 = Chair

Organization \_\_\_\_\_

Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Time of Use \_\_\_\_\_

End Time of Use \_\_\_\_\_

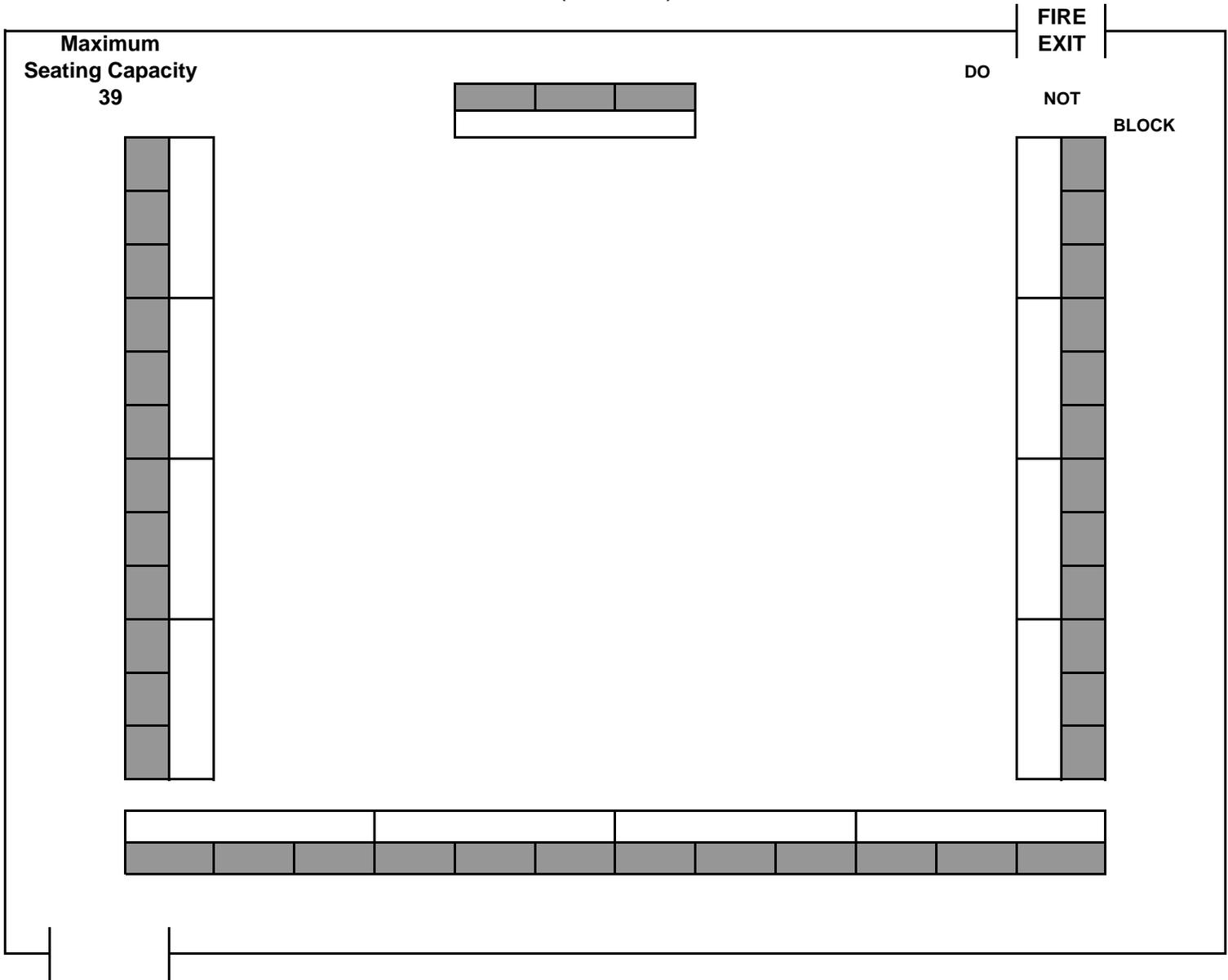
Request That Partition Between Rooms Be Closed Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_

Person Making Request \_\_\_\_\_

Date of Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
OF THE  
ROUTE 12 ASSEMBLY ROOM (Kitchen Side - Set-Up "B")**  
(Not to Scale)



**Hallway**

 = Table

 = Chair

Organization \_\_\_\_\_

Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Time of Use \_\_\_\_\_

End Time of Use \_\_\_\_\_

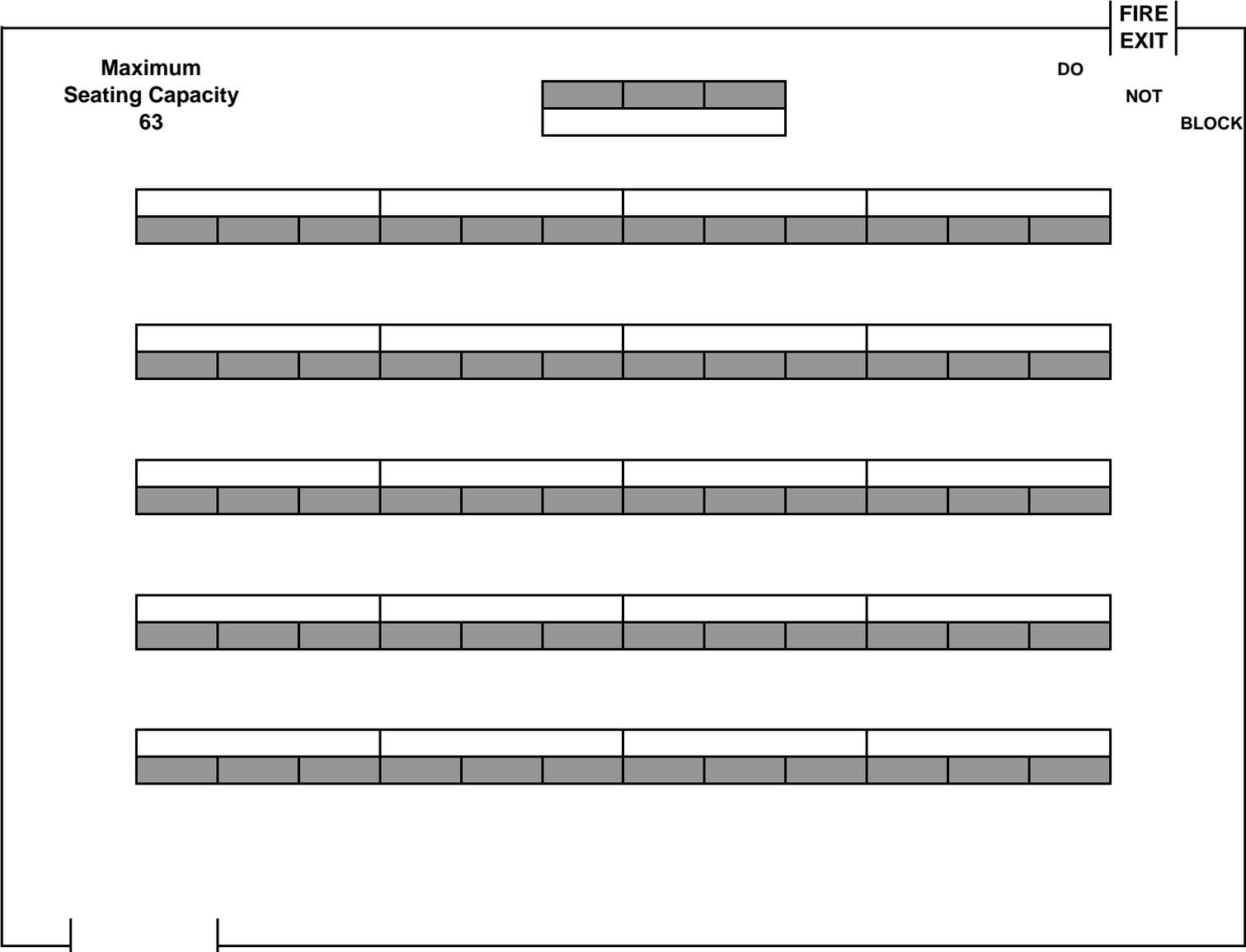
Request That Partition Between Rooms Be Closed Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_

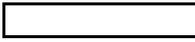
Person Making Request \_\_\_\_\_

Date of Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
OF THE  
ROUTE 12 ASSEMBLY ROOM (Kitchen Side - Set-Up "C")  
(Not to Scale)**



**Hallway**

 = Table                       = Chair

Organization \_\_\_\_\_ Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

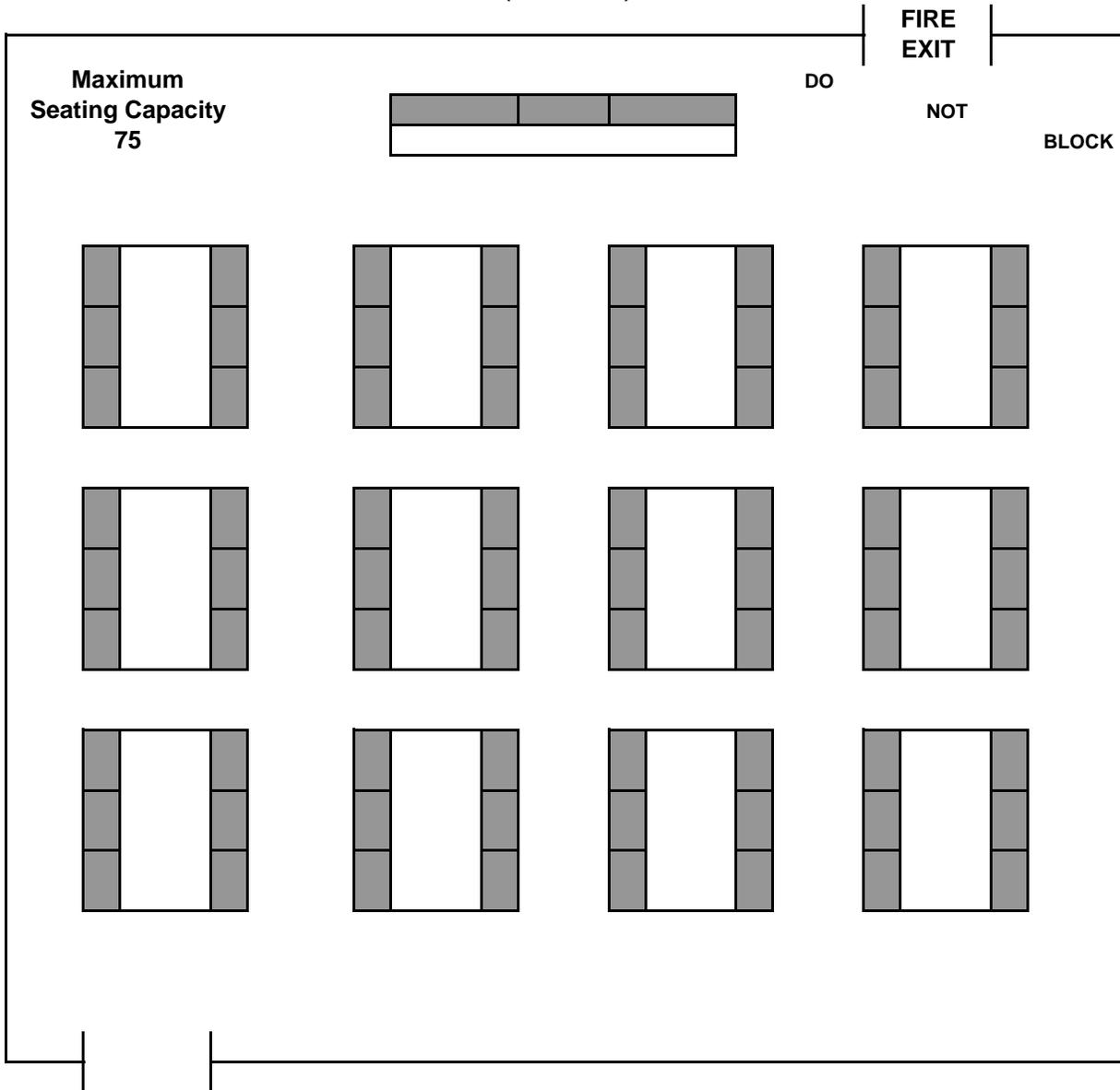
Start Time of Use \_\_\_\_\_ End Time of Use \_\_\_\_\_

Request That Partition Between Rooms Be Closed    Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_

Person Making Request \_\_\_\_\_ Date of Request \_\_\_\_\_

**REQUESTED ROOM SET-UP  
OF THE  
ROUTE 12 ASSEMBLY ROOM (Kitchen Side - Set-Up "D")**  
(Not to Scale)



Organization \_\_\_\_\_ Requested Date of Use \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Start Time of Use \_\_\_\_\_ End Time of Use \_\_\_\_\_

Request That Partition Between Rooms Be Closed Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available) \_\_\_\_\_

Person Making Request \_\_\_\_\_ Date of Request \_\_\_\_\_