



Township of Nutley
Department of Parks and Public Property
Commissioner Mauro G. Tucci



ROOM REQUEST FORM

PLEASE PRINT OR TYPE INFORMATION CLEARLY * CONFIRMATIONS ARE SENT VIA EMAIL
PLEASE EMAIL COMPLETED FORMS TO MFENUI@NUTLEYNJ.ORG**

ORGANIZATION / REQUESTOR INFORMATION

Name of Organization: _____

Requestor: _____ Address: _____

Phone Number: _____ Email: _____

Type of Function: _____

ROOM REQUESTED

44 Park Avenue (Parks and Recreation Building)

Room 100 (Large Gym)
Please submit floor plan with submission

Room 201 (Meeting Room)

Room 300 (Nutley Senior Citizen and Recreation Center)

65 Bloomfield Avenue (Annex Building)

PLEASE NOTE: MAXIMUM OCCUPANCY FOR ROOM 100 (LARGE GYM) IS **390**
MAXIMUM OCCUPANCY FOR ROOM 300 (SR CENTER) IS **198**
CANCELLATIONS MUST BE MADE 48 HRS PRIOR TO EVENT

EVENT INFORMATION

Date of Event: _____ Set Up Time for Event: _____

Mon Tues Wed Thurs Fri Sat Sun

Start Time of Event: _____ End Time of Event: _____

Expected Attendance: _____ Will Food Be Served?: Yes No

Do you intend to have Alcohol?: Yes No BYOB or Included in price of ticket

FEES: Setup Fee – Room 100 Only: \$400.00 Check Payable to: Township of Nutley
Custodian Fee: \$75.00/hour – *Effective January 1, 2026*

If Approved Organization Must Supply a Certificate of Insurance

OFFICE USE ONLY		
Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Custodian: <input type="checkbox"/> Yes <input type="checkbox"/> No	F.D. / A.G. : _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bldg. Sched: _____
Fee Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$ _____	M.T. Sched: _____