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**

ORGANZIATION / 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
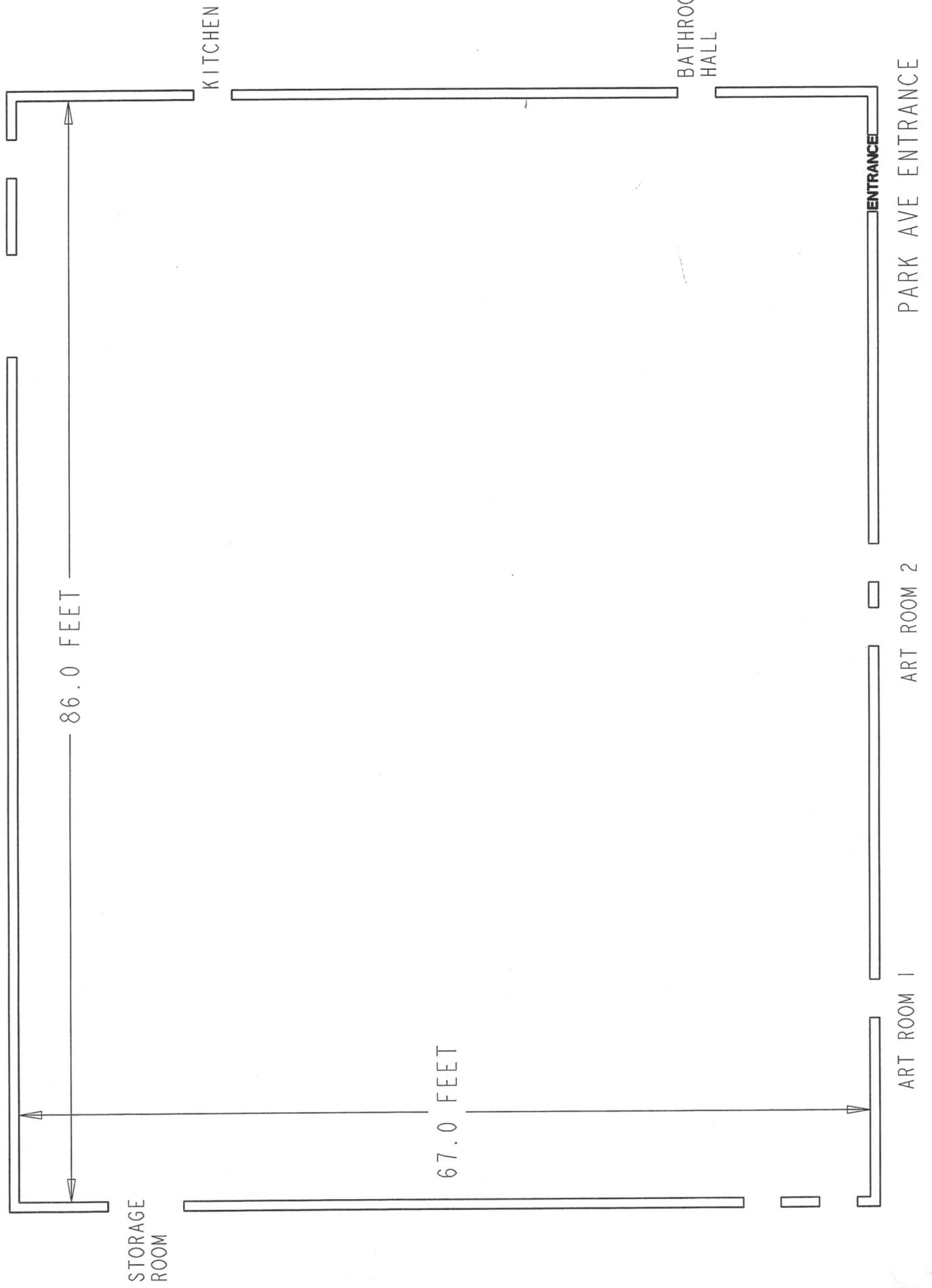   Custodian Fee: $75.00/hour – *Effective January 1, 2026*

If Approved Organization Must Supply a Certificate of Insurance

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OFFICE USE ONLY

Available: ☐ Yes ☐ No   Custodian: ☐ Yes ☐ No   F.D. / A.G. : _____
Approved: ☐ Yes ☐ No   Insurance Submitted: ☐ Yes ☐ No   Bldg. Sched: _____
Fee Submitted: ☐ Yes ☐ No   Amount: $ _____   M.T. Sched: _____

GYM FLOOR PLAN - 44 PARK AVE - PARKS REC BUILDING-NUTLEY
DRAWN TO SCALE IF PRINTED ON SHEET (8-1/2" X 11")

STORAGE
ROOM

KITCHEN

BATHROOM
HALL

ENTRANCE

PARK AVE ENTRANCE

ART ROOM 2

ART ROOM 1

86.0 FEET

67.0 FEET

CUT OUT TABLES AND ARRANGE THEM ON SHEET 1 TO CREATE DESIRED FLOOR PLAN
DRAWN TO SCALE WHEN PRINTED ON 8-1/2" X 11" PAPER

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