



OFFICIAL USE ONLY	
Event Date:	_____
Key #:	_____
Deposit Paid:	_____
Fee Paid:	_____
Deposit Returned:	_____
Key Returned:	_____

## COMMUNITY RECREATION CENTER USE APPLICATION

Please complete this application in ink. Please print legibly or type.  
Only fully completed applications will be considered.

**\$50.00 cash deposit is required at the time of application. (Deposit is not required for non-profit organizations)**

### SECTION 1: Renter Information

Please indicate what type of renter you are:

- Stratford Resident      Please attach proof of Stratford residency (such as current tax or utility bill) and front page of homeowner's insurance
- Sterling District Resident      For Somerdale, Magnolia, Hi-Nella, or Laurel Springs residents, a Stratford resident sponsor is required. Please also attach the front page of your homeowners insurance
- Stratford Business      Please provide Tax ID and Insurance (\$1,000,000.00 liability and Borough of Stratford as an additional insured)
- Non-Profit Organization      Please provide proof of 501c(3) or nonprofit status and insurance

Please provide two contacts for your event:

**PRIMARY CONTACT** *(Primary contact should be the person requesting to rent the hall):*

Last Name	First Name	Middle	Title

Address \_\_\_\_\_

City	State	Zip

Home Phone	Cell Phone	E-mail Address

**SECONDARY CONTACT** *(A secondary contact must be provided for approval of application):*

Last Name	First Name	Middle	Title

Home Phone	Cell Phone	E-mail Address



**If Business or Non-Profit Organization – Organization Information:**

Organization/Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**If Resident from Somerdale, Magnolia, Hi-Nella, or Laurel Springs - Stratford Sponsor Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**SECTION 2: Event Information**

Please indicate what type of use you are proposing:

- Exercise Program                       Private Party  
 Meeting                                       Other  
 Social Club: Daytime or Evening

Please describe your event in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: If your event will have any kind of game of chance, a gaming license must be obtained*

Date of Event / /	Start Time :	End Time :
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*Note: Due to other community organizations utilizing the facility or another function already scheduled, the date you request may not be available*

*Note: Evening events must end by 11:00 PM sharp. A minimal clean-up crew (five persons or less) may remain on site until 12:00AM. Please be considerate of our neighbors. No loitering in the parking lot.*



### **SECTION 3: Fees and Requirements**

All rentals require a \$50.00 security deposit (with the exception of non-profit organizations).  
All fees must be paid in cash

#### **STRATFORD RESIDENTS**

- **Fees**
  - Weekend events or events after 3:00 PM on weekdays - \$250.00 for the first 5 hours
  - Weekday events (except Thursday) between 10:00 AM – 3:00 PM - \$125.00 for 2 hours
  - Each additional hour - \$50.00 per hour
- **Requirements**
  - Proof of Stratford residency (current sewer or tax bill or driver's license)
  - Declaration page of homeowner's insurance

#### **STERLING DISTRICT RESIDENTS**

- **Fees**
  - Weekend events or events after 3:00 PM on weekdays - \$250.00 for the first 5 hours
  - Weekday events (except Thursday) between 10:00 AM – 3:00 PM - \$125.00 for 2 hours
  - Each additional hour - \$50.00 per hour
- **Requirements**
  - Declaration page of homeowner's insurance
  - Stratford resident as a sponsor
  - Sponsor must provide proof of Stratford residency (current sewer or tax bill or driver's license)

#### **NON-PROFIT ORGANIZATION**

- **Fees**
  - \$25.00 per usage – for a max of 2 hours
  - Each additional hour – \$10.00 per hour
- **Requirements**
  - Proof of 501c(3) or nonprofit status and insurance

#### **BUSINESS/FOR-PROFIT ORGANIZATION**

- **Fees**
  - \$500.00 per rental – for a max of 4 hours
  - Each additional hour – \$50.00 per hour
- **Requirements**
  - Tax ID
  - Certificate of Insurance with the Borough of Stratford as an additional insured) with the following specifications
    - Workers Compensation/Employers Liability – Statutory \$500,000
    - General Liability – \$1,000,000
    - Automotive Liability - \$1,000,000
    - Umbrella Liability - \$1,000,000/\$2,000,000

