

**NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC**  
**55 Labor Center Way, New Brunswick, NJ 08901**  
**Tel: (732) 249-5474/5485 - Fax: (732) 249-8822**

**REQUEST FOR USE OF HEADQUARTERS BUILDING**

**CLUB PRESIDENTS:**

Fill out enclosed 3 copies and  
return to Headquarters.  
A copy will be returned to you when approved.

**STATE BOARD MEMBERS:**

Fill out enclosed 2 copies and  
return to Headquarters.  
A copy will be returned to you when approved.

**DAY AND DATE BUILDING REQUESTED**

Time Committee will arrive

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

NAME OF CLUB, DEPARTMENT OR COMMITTEE \_\_\_\_\_

CHAIRMAN OF EVENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

ZIP \_\_\_\_\_ TEL: (\_\_\_\_) \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_ NUMBER OF PERSONS EXPECTED \_\_\_\_\_

**FACILITIES AVAILABLE** (Please check if requesting)

**BOARD ROOM** – capacity 150

6 tables \_\_\_\_\_

Coffee pots \_\_\_\_\_

Tablecloths \$5.00 charge \_\_\_\_\_

150 chairs \_\_\_\_\_

2 – 100 cup \_\_\_\_\_

Silver Service \_\_\_\_\_

Microphone \_\_\_\_\_

1 – 55 cup \_\_\_\_\_

Lenox \_\_\_\_\_

1 – 36 cup \_\_\_\_\_

**LIST ANY SPECIAL REQUESTS THAT YOU WOULD LIKE CONSIDERED:**

\_\_\_\_\_

The undersigned has read and agrees to abide by the attached regulations entitled "General Rules for the Use of Headquarters Building".

\_\_\_\_\_  
Signature of Chairman of Event

**OFFICE USE ONLY**

Permission is granted for "Use of the Headquarters Building" subject to the regulations of the New Jersey State Federation of Women's Clubs of GFWC.

Date Cleared - NJSFWC Executive Director \_\_\_\_\_

Hostess for this Event will be \_\_\_\_\_

If you have any problems, please feel free to contact her (\_\_\_\_) \_\_\_\_\_