

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
*Headquarters hours Mon.-Thurs. 9:00 a.m. to 4:00 p.m.

REQUEST FOR USE OF HEADQUARTERS BUILDING

CLUB PRESIDENTS:

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

STATE BOARD MEMBERS:

Fill out 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 _____

*If your request is for an evening or weekend, list name and contact phone number of person responsible opening and closing building. *Key will be needed for access and to arm and disarm security alarm.*

NAME _____ PHONE: _____

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 _____

150 chairs _____

Microphone _____

Coffee pots

2 – 100 cup _____

1 – 55 cup _____

1 – 36 cup _____

Tablecloths \$5.00 charge _____

Silver Service _____

Lenox _____

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 Office _____