

GLASSBORO HISTORIC PRESERVATION  
COMMISSION  
FACILITY USE APPLICATION

HISTORIC WEST JERSEY DEPOT-354 OAKWOOD AVENUE- GLASSBORO, NJ 08028

Today's Date: \_\_\_\_\_ Requested Date: \_\_\_\_\_ Requested time: \_\_\_\_\_ to \_\_\_\_\_

Name of Individual or  
Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Nature of Function: \_\_\_\_\_

**Certificate of Insurance:** If organized group you must have a Certificate of Liability Insurance (must be attached to application.) The Borough of Glassboro and the Glassboro Historic Preservation Commission must be listed as an additional certificate holder (box at lower left hand corner)

Certificate attached? yes \_\_\_\_\_ no \_\_\_\_\_

***FEE SCHEDULE FOR USE OF HISTORIC WEST JERSEY DEPOT***

<b><i>Basic Rental (three hours max) .....</i></b>	<b><i>\$150.00</i></b>
<b><i>Glassboro Resident.....</i></b>	<b><i>\$125.00</i></b>
<b><i>Historical Society Members.....</i></b>	<b><i>\$100.00</i></b>
<b><i>Additional Hours (not to exceed 5 total) .....</i></b>	<b><i>\$50.00 per hour</i></b>

*Application is hereby made to the Glassboro Historic Preservation Commission for the use of the facility described. It is hereby understood and agreed that the applicant will assume responsibility for payment of any required charges. Also, the user is responsible for the preservation of order and for liability for any damage to or loss of any property or equipment that may result from the use of the facility. The user also agrees to familiarize themselves with all Borough of Glassboro Ordinances (Ch. 351 Glassboro Code) including, but not limited to Code of Conduct (#02-12), No animals or pets allowed, No Smoking and No Alcohol on premises (inside or outside). All State and Federal rules and regulations must be followed. It is further understood that if the application is granted, the undersigned user will assume full responsibility for liability and insurance coverage and hold The Borough of Glassboro, The Glassboro Historic Preservation Commission and all of its employees harmless in the event of an accident or injuries resulting from the activity and/or function. It is further agreed that if the undersigned has any questions concerning Borough Ordinances it is their responsibility to ask for copies of the Ordinances so they may be reviewed and terms and conditions may be met. All applicants must sign and return attached rental agreement with signed application and fee.*

**Signature of Applicant** \_\_\_\_\_

-----  
*Office Use:*  
*Signed Approval* \_\_\_\_\_ *Date* \_\_\_\_\_

*Special Needs/Services Notes:* \_\_\_\_\_

## Glassboro Historic Preservation Commission

### Rules for West Jersey Depot Use

- Approval must be obtained before your event. Approval is contingent upon completion of the facility request form with valid signature submitted with payment in full to the Glassboro Historic Preservation Commission.
- All large groups and organized meetings must provide liability insurance naming Borough of Glassboro and Glassboro Historic Preservation Commission, 1 South Main Street, Glassboro, NJ 08028 as an “additional insured- Certificate Holder”.
- The reserved facility is subject to inspection at any time by authorized Historic Preservation Commission representative to assure compliance with applicable rules and regulations. At least two museum docents will be onsite during your event.
- Possession or consumption of alcoholic beverages is prohibited.
- The building and surrounding property is Smoke Free.
- No Dogs or other domestic animals are allowed, unless a certified service animal- paper work must be produced.
- All trash must be bagged and removed from the property or bagged and placed in trash receptacles. If trash exceeds receptacles provided, it is your responsibility to remove it from the property.
- All food and beverages are limited to the Mary McCabe Meeting room. No food or drink is allowed in the other two exhibit rooms of the Depot, or in the restroom.
- All decorations are limited to the Mary McCabe Meeting room. The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces are prohibited. Paint, tacks, screws, nails, or other fasteners are not allowed on the fence or trees. Paint marks are not allowed on sidewalks or other surfaces.
- Patrons should leave the Depot in clean and orderly condition. Failure to comply may result in you being billed for any additional cost for repairs or replacement of damaged items or cleanup required.
- Rental cancellation: up till day before, 5:00 pm- full refund. Day of, refund less \$50 convenience fee.
- The following activities require the express written approval of the Glassboro Historic Preservation Commission.
  - Operation of special amusements such as carnival rides, pony rides, dunk tanks, etc.
  - Conducting camps, fairs, exhibitions, rallies, races, walks, athletic league games or practices, and other organized events.
  - Construction of tents, canopies, inflatable amusements, or other temporary structures
  - Sale of food, beverages, other goods or services.
  - Charging of fees for any activities or services.
- Vehicles must park in designated paved parking area inside gate, and are prohibited from parking on the grass. Additional parking is available on Oakwood and Laurel Avenues.
- There must be one adult chaperone per every four children 10 and under. This is a museum with valuable exhibits and children must be supervised or you will be asked to leave.
- Violation of any rule or condition of this rental agreement will result in vacating the premises and the closure of the museum and parking lot with no refund of rental fees.
- We will provide (2) 6’ tables and 12 padded folding chairs, electric, air conditioning and/or heating, kitchenette use (sink, small refrigerator) indoor restroom.
- You are responsible for all food and beverages, decorations, table covers and paper products- and removal of same following the event.

**I understand these rules and regulations and will abide by them at all times during the rental of the West Jersey Depot.**

Authorized Representative Signature: \_\_\_\_\_

Please Print Name \_\_\_\_\_

Name of Organization \_\_\_\_\_