



## Middle Valley Community Center Reservation Application and Usage Agreement

**Please read the following thoroughly**

If you have any questions contact us

Email: [info@MiddleValleyNJ.org](mailto:info@MiddleValleyNJ.org)

Phone: 908-798-3455

### Occupancy

You are limited to no more than **50** guests, excluding infants. Receptions, events, and gatherings of any kind beyond the agreed usage are prohibited without prior approval. Please see the full description of our facilities at [www.MiddleValleyNJ.org/usage](http://www.MiddleValleyNJ.org/usage).

No smoking, open flame or pets, please. Defacing the walls, trim work, windows with nails, tacks, staples, etc., is prohibited. Due to our neighborhood setting, we observe quiet hours on weeknights at 9 pm.

**Hours of operation:** Sunday 9:30 am to 9 pm  
Monday – Thursday 8 am to 9 pm  
Friday & Saturday: 8 am to 12 am (quiet after 11 pm)

### Reservation Procedure

Here are the easy steps to secure your reservation.

Return a signed copy of this form with your payment (see page 2 for fees) within 5 days of usage request. We can hold the request for usage only 5 days without payment. Payment is due in full before building usage.

Return form and payment:

**A.** Use the electronic form and PayPal link located at [www.MiddleValleyNJ.org/usage](http://www.MiddleValleyNJ.org/usage).

– OR –

Mail a copy of page 3 of this form and your deposit check to: Middle Valley Community Center  
PO Box 387  
Long Valley, NJ 07853

**B. Insurance Certificate:** One week prior to your event, please provide a certificate of insurance naming “Middle Valley Community Center, 357 West Mill Road, Long Valley NJ 07853” as an additional insured.

**C. Security Deposit:** A security deposit is required (see *Usage Fees on page 2*) and will be returned no later than 30 days after your departure less any extraordinary cleaning, missing items, or other damages that exceed normal wear and tear. You will be notified one week after your departure of any charges.

**D. Cleaning:** When you depart, the property should be in a broom-clean condition, with items left in place as they were found.

Middle Valley Community Center  
Reservation Application and Usage Agreement  
(continued)

**Payments Schedule**

**Single usage**

Full usage amount and a security deposit are due 1 week before usage.

**Extended usage**

Consecutive days – Full usage amount and a security deposit are due 1 week before usage.

Monthly/Yearly – Ask us about long-term usage arrangements. Long term usage rates may apply. Customarily, 1 month usage fee and the security deposit are due 1 week before first usage. On-going usages will be due 1<sup>st</sup> of the month for the upcoming month's usage.

**Usage Fees**

**April 1 to October 31**

MVCC member \$50 per usage plus \$100 security deposit

Non-member \$75 per usage plus \$100 security deposit

**November 1 to March 31** (rates are higher to cover heating costs)

MVCC member \$75 per usage plus \$100 security deposit

Non-member \$100 per usage plus \$100 security deposit

**Arrival time:** 3 hours before scheduled time.

**Departure:** 3 hours after scheduled time.

*Arrangements can be made to access the building 24 hrs before usage. Please let us know if you are interested in that arrangement.*

**Entrance key:** A key will be supplied to you prior to your usage date.

**Snow removal:** We will arrange for snow removal in the parking lot and on the path at your expense. However, cancellation due to severe weather will be at the sole discretion of the MVCC Trustees. Rescheduling will be permitted as the MVCC calendar allows.

**Cancellations and Refunds**

- Payments for usage canceled two weeks in advance will be fully refunded.
- Payments for usage canceled within two weeks, the security deposit and any usage fees except the first day's usage will be refunded.
- Payments for usage canceled two days prior to your use, the security deposit and any usage fee except the first day's usage will be refunded. User will also be charged for any additional setup or snow removal charges that MVCC has incurred.



# Middle Valley Community Center

## Reservation Application and Usage Agreement Form

(Only return this page when mailing)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

**Total number in your group:** \_\_\_\_\_ (Limit of 50, excluding infants)

**Dates of usage request and event time:** \_\_\_\_\_

Arrive and Departing 3hr before / 3hr after unless otherwise requested

**Purpose of Building Use** \_\_\_\_\_  
\_\_\_\_\_

Any special equipment of facilities needed? Please read our website for facility description.

Total number of days: \_\_\_\_ @ \$ \_\_\_\_\_ (see fee schedule )

Total use due: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Balance Due (one week prior): \_\_\_\_\_

I have read the information in this form and I understand that my reservation deposit may not be fully refundable.

Signature \_\_\_\_\_

Please return this form and YOUR PAYMENT (checks made to Middle Valley Community Center) or make a PayPal payment (a PayPal link is provided at <http://www.MiddleValleyNJ.org/membership.html>) and return the form electronically via e-mail

If we do not receive your payment within 5 days of your reservation request, we reserve the right to re-book the property.

**If mailing**, send this form and check to:

Middle Valley Community Center  
P.O. Box 387  
Long Valley, NJ 07853

If using **PayPal** send a completed PDF version of this form via email to [mvccmembers@gmail.com](mailto:mvccmembers@gmail.com)

*Thank you!*