



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

Phone: 908-892-0400

Occupancy

You are limited to no more than **49** 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.

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.

1. Check to see if date is available. Email – info@MiddleValleyNJ.org or call (908) 892-0400
2. Return a signed copy of this form with your payment (see page 2 for fees) within 5 days of availability confirmation. We will hold the request for usage only 5 days without payment. Payment is due in full before building usage.
3. Return form and payment:

A. Mail a copy of page 3 of this form and your checks 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.

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(continued)

Payments Schedule

Single usage

Full usage amount and a security deposit are due 5 days after availability confirmation.

Extended usage

Consecutive days – Full usage amount and a security deposit are due 5 days after availability confirmation.

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 5 days after availability confirmation. On-going usages will be due 1st of the month for the upcoming month's usage.

Usage Fees:

April 1 to October 31	November 1 to March 31
MVCC members \$50 per usage plus \$100 security deposit	MVCC members \$75 per usage plus \$100 security deposit
Non-members \$75 per usage plus \$100 security deposit	Non-members \$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

- Refunds for usage canceled two weeks prior to usage date will be fully refunded.
- Refunds for usage canceled within two weeks of usage date, the security deposit and any usage fees except the first day's usage will be refunded.
- Refunds 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.



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Reservation Application and Usage Agreement Form

(Only return this page)

Name

Address

City

State

Zip Code

Phone

E-mail

Total number in your group: _____ (Limit of 49, excluding infants)

Dates of usage request and event time: _____

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

Purpose of Building Use _____

Total number of days: ____ @ \$ _____ (see fee schedule) = \$ _____ (separate check)

Security Deposit: \$ **100.00** (separate check)

Balance Due: \$ _____

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 (2 checks made to MiddleValley Community Center) (1) check for rental and (1) check for \$100 deposit.

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

Mail this form and checks to:

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

Thank you!