

River Resource Center – Meeting Room Rental Request

Organization Name: _____

Contact Name: _____

Contact Phone/email: _____

Date Requested: _____ What Hours? _____

Estimated Number of Attendees: _____

MWA Speaker Requested? (Yes/No) _____

Are Refreshments Planned to be Served? What type? _____

Approved By (MWA Representative): _____

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PRICES:

Full Day (4-8 hours)

Business Group: \$100

Non-profit Group: \$75

MWA Speaker/Presentation Fee: additional \$50

Morning, Afternoon, Evening (1-3 hours)

Business Group: \$50

Non-Profit Group: \$25

NOTES:

- \$25 cleaning fee will be added if the building is not left in the condition it's found in. Will leave broom, mop and cleaning supplies available for clean up when done.
- Projector and screen are not provided.
- No more than 18 meeting attendees. (Need to limit attendees due to limited parking.)
- For evening meetings the room needs to be cleaned and vacated by 9:30p.m - Building will be locked at 9:30p.m.
- MWA Contact Person/Phone#: _____

Musconetcong Watershed Association
P.O. Box 113
10 Maple Avenue
Asbury, NJ 08802
(908) 537-7060