



# Pequest Natural Resource Education Center Facility Use Rental Request

***The Facility Use Policy must be read prior to using the building and grounds.***

Applicant Full Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail of Applicant: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Start Time (8:30 am or later): \_\_\_\_\_ End Time (by 4:00 pm): \_\_\_\_\_

Purpose of Meeting/Function: \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_ Will you be serving food?  YES  NO

Audio-visual equipment requested (screen, projector): \_\_\_\_\_

I have read the Pequest Facility Use Policy and agree to abide by the rules and regulations for use.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**Please send completed form and check to:**

Pequest NREC – Facility Use, 605 Pequest Rd., Oxford, NJ 07863.

FOR OFFICIAL USE ONLY		
Approved?	Yes	No
Date Received	Date Confirmed	Staff Member Approving
_____	_____	_____
On Calendar	Payment Received	Email Confirmation Date
_____	_____	_____