



BOROUGH OF HADDON HEIGHTS  
MUNICIPAL BUILDING  
625 STATION AVENUE  
HADDON HEIGHTS, NJ 08035  
WWW.HADDONHTS.COM  
PHONE: 856-547-7164 · FAX: 856-547-5259



JACK D. MERRYFIELD, JR., MAYOR

September 1, 2016

In an effort to avoid any conflicts in scheduling Borough Facilities, including Borough Hall, Mayor's Conference Room or the Service Operations Facility Conference Room at 514 W. Atlantic Avenue, we ask your cooperation in completing the enclosed 'REQUEST FOR USE OF BOROUGH FACILITIES / MUNICIPAL BUILDING and/or SERVICE OPERATIONS FACILITY CONFERENCE ROOM – 2017.

Some of you may already have dates reserved; please complete the enclosed request even if you have dates on our calendar. The requested dates should begin with January 1 through December 31, 2017.

We ask that all lights, heat and/or air conditioning are turned off upon leaving the building.

Groups are reminded to use the courtesy phone to contact the Police Department if the front doors to Borough Hall are locked upon your arrival.

Please return the form to Borough Hall at 625 Station Avenue, 2<sup>nd</sup> Floor, Tax Office. If you have any questions, please contact me at 547-7164, extension 33. Please note that any special government meeting will bump any civic or committee meeting.

Sincerely,

Marian Hauser  
Borough Scheduling

# BOROUGH OF HADDON HEIGHTS

## REQUEST FOR USE OF MUNICIPAL BUILDING and/or SERVICE OPERATIONS FACILITY CONFERENCE ROOM 2017

DATE: \_\_\_\_\_

Dates Requesting: \_\_\_\_\_  
\_\_\_\_\_

Boro Hall Auditorium \_\_\_\_\_ Boro Conf. Room \_\_\_\_\_ SOF Conf. Room \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Name of Responsible Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Approximate Number Attending: \_\_\_\_\_

Remarks (type of program planned, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
E-mail Address of Applicant

\_\_\_\_\_  
Permission is granted for the use of Borough facilities subject to the regulations of Borough Council. Community organizations are urged to close their activities at or before 11:00 p.m.