

## **Community Center Recreation Room Information**

### **MAXIMUM CAPACITY: 50 PERSONS**

The Community Center Recreation Room is available for parties and meetings of up to 50 people and is handicap accessible. The facility is available for rental 7am – 10pm, daily. The room is approximately 800 square feet. Features:

- Eight 6-foot rectangular folding tables
- 50 folding chairs
- Electricity
- Air Conditioning/Heat
- TV/DVD/VCR (no cable TV) & Stereo with CD/Cassette Tape
- Private restroom
- White Wall for Projection (bring your own projector)

#### **Rental Reminders:**

- ALCOHOL is NOT permitted at the Community Center facility.
- The facility's heating/air conditioning system is monitored by Township staff and controls should not be tampered with.
- Decorations, signs, posters, etc. are permitted; however, do not tack, staple or nail any items to walls or use tape that will damage the wall's paint when removed. Remove all decorations hung inside and outside at the end of your rental.
- Return all tables & chairs to the appropriate storage rack and/or location in the room. Ensure that you have returned the proper number of tables & chairs. Tables and chairs should not be removed from the room. If multiple facilities are rented, tables and chairs may not be moved from one facility to the other.
- Sweep floor of debris. Wipe down all tables used during your rental. Bring your own paper towels and soap/multipurpose cleaner to assist with clean-up.
- Trash and recycling containers are provided inside the room. All trash is to be removed from the room and placed in the dumpster in the parking lot. Glass, plastic and aluminum recycling may remain in the container provided inside. Any paper or cardboard recycling should be brought home with you for proper disposal.
- As you exit the facility, turn off all lights (including bathroom) and remove all belongings. Ensure you have the keys and all doors are locked.
- Keys are due back to the Parks & Recreation Office by noon of the next business day following your rental. Any late returns are charged a fee of \$25 per day. Lost keys will be assessed a fee of \$400.

#### **Location & Directions:** 289 South Maple Avenue, Basking Ridge, New Jersey.

- From North/South - Take I-287 to exit 30A, toward Basking Ridge. Merge right onto North Maple Avenue. Continue approx. 2.7 miles (passing thru 1 traffic light) to the Community Center, which will be on your right.
- From East – Take I-78 West to exit 36, toward Basking Ridge. Merge onto King George Rd, stay straight and onto Valley Rd/CR-512, stay straight as the road turns into Stonehouse Rd. approx. 2 miles. Yield onto S. Finley Avenue, go under the railroad bridge and turn right onto Cross Road. At the end of Cross Road, make a left onto South Maple Avenue. Continue .7 miles, Community Center will be on your left.
- From West – Take I-78 East to Exit 33 (CR-525, Martinsville Rd). Turn left onto Martinsville Road for 1.8 miles. At traffic light, turn right onto Lyons Road, which turns in S. Finley Avenue. After going under the railroad bridge, turn right onto Cross Road. At the end of Cross Road, make a left onto South Maple Avenue. Continue .7 miles, Community Center will be on your left.