

**APPLICATION FOR THE USE OF  
THE KNIPPENBERG CENTER FOR EDUCATION  
AT LAURELWOOD ARBORETUM**

725 Pines Lake Drive West, Wayne, NJ 07470

Applicant: \_\_\_\_\_

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

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

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Between the hours of: \_\_\_\_\_ and \_\_\_\_\_

For the purpose of: \_\_\_\_\_ (the "Event")

Number of people: \_\_\_\_\_

*A maximum of 49 is permitted in the Knippenberg Center for Education*

**Wayne-based non-profit members** are entitled to a maximum of 3 meetings per year at no additional charge.

Requested donation for other non-profit organizations: \$200

Requested donation for local businesses, upon approval by  
Friends of Laurelwood Arboretum Board of Directors: \$500

Requested donation for caretaker (2 hour minimum): \$25/hr

Security deposit (returnable after the event if there is no damage to the Center) \$200

# APPLICATION FOR THE USE OF THE KNIPPENBERG CENTER FOR EDUCATION AT LAURELWOOD ARBORETUM

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Applicant agrees:

1. Requested donation and security deposit are payable at the time the application is submitted.

*Donations may be made online through our website, [www.laurelwoodarboretum.org](http://www.laurelwoodarboretum.org), or by sending a check to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*

2. If a permit is granted pursuant to this application, Applicant agrees to be solely responsible for any personal injury or property damage or loss during or in connection with the Event. The Township of Wayne and Laurelwood Arboretum assume no responsibility for such personal injury or property damage or loss. Applicant agrees to indemnify and hold harmless the Township of Wayne and Friends of Laurelwood Arboretum, its agents, servants and employees from any and all claims for personal injury or property damage or loss sustained by any person in connection with the Event. Applicant further agrees to defend, at his or her own expense, any such claim or lawsuit instituted by a third party against the Township of Wayne or Friends of Laurelwood Arboretum.
3. Laurelwood Arboretum may deny any application for a permit, or for a specific date and/or time, in its sole discretion.
4. Applicant agrees to comply with the attached Policies for Use of the Knippenberg Center for Education at Laurelwood Arboretum. Failure to do so may result in the termination of the permit.

*Applications may be scanned and emailed to us at [info@laurelwoodarboretum.org](mailto:info@laurelwoodarboretum.org) or mailed to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

PERMIT GRANTED BY FRIENDS OF LAURELWOOD ARBORETUM

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Donation Amount Received: \$ \_\_\_\_\_

Security Deposit Received: \$ \_\_\_\_\_

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## POLICIES FOR USE OF THE KNIPPENBERG CENTER FOR EDUCATION AT LAURELWOOD ARBORETUM

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- Unless approved by the FRIENDS OF LAURELWOOD ARBORETUM Board of Directors, use of the Center for an Event is limited to those hours when it is NOT open to the public.
- Use of the Center is limited to non-profit organizations. Exceptions may be made for local businesses upon approval of the FRIENDS OF LAURELWOOD ARBORETUM Board of Directors.
- Events cannot interfere with the FRIENDS OF LAURELWOOD ARBORETUM programs or operations.
- No fundraising events are permitted in the Center other than those sponsored by FRIENDS OF LAURELWOOD ARBORETUM.
- Reservations are to be made at least two (2) weeks prior to the Event.
- The Laurelwood Office Manager must be notified of cancellation of an event at least one (1) week in advance or the security deposit will be forfeited. Refunds will be made only upon receipt of written cancellation.
- Applicant is responsible for the set-up and take down of all tables and chairs used, for cleanup and removal of trash and for restoring the Center to its original condition before leaving. Failure to do so will jeopardize the security deposit and future use.
- Special arrangements must be made for any Event scheduled to continue past 5 pm.
- **Nothing** may be affixed or mounted in any way to the walls of the Center.
- Permission to use the Center includes careful use of the furniture and fixtures, including chairs, tables, and media equipment. All other items must be provided by the Applicant.
- Light refreshments may be served. No food preparation is permitted in the Center or in the Arboretum.
- Smoking, alcoholic beverages, and illegal drugs are prohibited in the Center and the Arboretum.
- FRIENDS OF LAURELWOOD ARBORETUM is not to be considered the sponsor, host, or endorser or in any other way associated with any group or organization using the Center. All publicity about the Event which uses the name of the Center must include the statement "Sponsored by [Applicant's organization]."