



Founded 1688

Mansfield Township
--County of Burlington--
3135 Route 206 South
Suite 1
Columbus, New Jersey 08022

FACILITY USE APPLICATION

MUNICIPAL COMPLEX
(609) 298-0542 ext 1010
FAX: (609) 298-1863

DATE OF APPLICATION:

- 1. Application and all accompanying documentation must be submitted to the Mansfield Township Clerk NO LATER than the second Thursday of the month...
2. All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance...
3. In addition, by making this application, the user agrees, that should this application be granted, user will indemnify, hold harmless and defend Mansfield Township...
4. Mansfield Township reserves the right to assess and collect damages from any person or organization that violates any rules and/or regulations...
5. Any extra costs as per schedule below will be borne by the user:
a. Custodial fee and/or Janitorial fee
b. Extra lighting or sound system use
c. Any moving, setup, etc. will be provided by user
d. Any damage will be assessed and charges as per cost incurred

Individual Making Request:
Name of Organization:
Name of Person In Charge:
Address:
Phone Numbers (Home, Work, Cell):
Email:
Estimated Number of People to Attend Event:

INFORMATION:

- Municipal Facility Requested:
Dates Requested:
Reason (Please indicate if use is for specialized event):
Hours of use:
Will this request require any services of specialized use in #4 above? If so, please specify. Yes No

OFFICE USE ONLY

Request Approved Date Conflict: No Conflict

### **MEL TULIP Program**

Tenant users must purchase coverage directly from the OneBeacon Entertainment (OBE) TULIP Website using their own credit cards. OBE will handle the reporting for the MEL.

Tenant users may obtain a quote from OneBeacon Entertainment without obligation to purchase by doing the following:

1. Visit the TULIP website at <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
2. Enter the facility location code for the appropriate member town (NOTE: the facility location code will be entered on the TULIP website in the field that reads “Venue ID Code”). A list of facility location codes for the various MEL members can be found on the corresponding spreadsheet labeled “Locations By Facility.” **CODE: 499-0307**
3. Complete Steps 1, 2 and 3 to obtain a quote.
4. If you are ready to purchase coverage, please complete the application and pay with a credit card.
5. If further assistance is required please call the TULIP help desk at **800-507-8414** Monday through Friday between 8:30 AM and 8:00 PM Eastern Time.