



Morris County Park Commission

Haggerty Education Center Availability Request Form

This is a request for availability, NOT A RESERVATION. After submitting your request, the Event Specialist will contact you to confirm availability, room set-up information, payment arrangements, and to issue a permit.

PLEASE NOTE: The Haggerty Education Center is **only** open to usage by **nonprofit, governmental, or affiliated groups organized for the purpose of promoting interests related to the mission statement of the Morris County Park Commission.** Individuals or companies looking to rent other indoor space in a Morris County Park Commission facility should contact 973-326-7619.

Reservation Contact Information— *Red Fields are required*

First Name:

Last Name:

Address:

City:

State:

Zip:

Home #:

Cell #:

Work #:

E-mail:

Fax:

Preferred contact method: home cell work e-mail fax

Reservation Information

Group/Organization Name:

Date Requested:

of people:

Start time of event:

End time of event:

Time you wish to enter room for set-up:

Time you will be leaving room after clean-up:

Check all Rooms Requested: Auditorium

Classroom A

Classroom B

Catering Kitchen

Caterer: Yes No

Alcohol: Yes No

If you are requesting multiple dates for the same times/rooms, you may list dates in the Comments box below. If the times /rooms requested are different for separate dates, please fill out a new request form.

Comments:

Please call 973-326-7628 if you have any questions. Forms can be printed and mailed to:
Event Specialist, Morris County Park Commission, 53 East Hanover Avenue, Morristown, NJ 07960.