

Senior / Youth Recreation Center Rentals Usage Requirements

Kindly Leave Building & Rooms in As-Found Condition!

Renters' Responsibilities:

1. Have Rental Agreement with you.
See reverse of permit for additional regulations and Borough ordinances pertaining to use of Borough facilities.
2. Set up tables and chairs (unless otherwise arranged in advance).
3. Break down and put away tables & chairs before you leave.
(All furniture should be returned to the position you found it in.)
4. Throw out any loose trash left in area and place recyclables in bin.
5. Sweep floors and wipe table surfaces.
6. Restrooms:
 - Throw out paper towels left on sinks/floors.
 - Clean any spills.

Failure to do the above will result in forfeiture of deposit. Return of deposit is subject to final inspection by Borough of Highland Park staff member. Remember to include sufficient time in your rental request to perform these duties. Staff is not responsible for setting up, breaking down, loading or unloading equipment, or cleaning building.

- You may not use any area roped off or marked "Off Limits," **nor may the following be used:**
 1. Room #1 (Game Room)
 2. Pool tables & other game tables
 3. Children's book collection in Game Room
 4. Display cases
 5. Puzzles, projects, etc. in entry foyer or main hallway
 6. Television, VCR, podium or sound system (unless specifically rented)
 7. Art hanging system
 8. Computers, phones or other office equipment
 9. Library (unless specifically rented)
 10. Kitchen (unless specifically rented) Absolutely **No Use** of Refrigerator, Freezer, Stove/Oven, all other appliances, stored items or cabinets.
- Do not allow children or other participants to remove items from front desk, literature/flyer racks or bulletin boards, or art hanging system.
- Confetti, Silly String and similar materials (including piñatas) are not permitted in the Senior / Youth Recreation Center.

Use of Premises Agreement

Name of Contact Person: _____

Name of Organization: _____

Mailing Address: _____

Complete & return to:
Dept. of Community Services
Borough of Highland Park
220 South 6th Avenue
Highland Park, NJ 08904

In consideration granted by the Borough of Highland Park for the use of premises known as _____ on the _____ day of _____, 20____, the applicant does hereby covenant and agree to save and hold harmless the Borough of Highland Park, its elected and appointed officials as well as all employees while acting within the scope of their duties, from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons.

It is agreed that the use of the facilities on the above-named day and date will be for the following purpose and no other:

Applicant acknowledges that the permission to use above-listed facilities is limited to those premises described above and is for the activity listed only. The foregoing notwithstanding, however, this agreement shall be applicable to any claim or claims asserted against the Borough of Highland Park or any loss incurred arising out of the applicant's use thereof, whether or not said activity extends beyond the permitted type or locale, or occurs on a different date than specified.

Applicant agrees that this indemnification and hold-harmless agreement shall include the responsibility to provide legal defense for the Borough of Highland Park for any suit arising out of applicant's use of the premises, and that should the applicant or applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough of Highland Park for any and all costs incurred by it for any person or organization acting on its behalf.

Applicant further agrees to abide by all rules and responsibilities associated with use of the above-listed premises, as set forth in the Borough of Highland Park's Facility Use Building Rentals – Usage Requirements document (attached; contact the Department of Community Services at 732-819-0411 for additional copies).

Witness:

Applicant:

Signature

Date

Signature

Date



Borough of Highland Park
Senior / Youth Recreation Center, 220 South 6th Avenue • Borough Hall, 221 South 5th Avenue



FACILITY USE APPLICATION / USER PERMIT

To apply for facility use:

1. Facility Use limited to In-Town residents ONLY.
2. Rental available Saturday's day/evening and Sunday's evening ONLY.
3. Applications for large or special events should be submitted no less than thirty (30) days prior to anticipated date of event.
4. When applicable, proof of liability insurance must be provided when filing the application.
5. Not-for-profit organizations shall provide an IRS tax exemption certificate.
6. Approved permits must be paid in full, and insurances submitted, no less than ten (10) business days prior to event or date will be forfeit.
7. Phone reservations are not accepted.
8. Application form must be completely filled out and signed by applicant before dates can be approved.
9. Applications to rent the Senior / Youth Recreation Center should be returned to the Department of Community Services when complete;
10. Applications to rent Borough Hall should be returned to the Office of the Borough Clerk.
11. Make checks payable to Borough of Highland Park for any and all fees.
12. The person in charge of an event must have the permit present with him/her at the event.
13. The Borough of Highland Park does not provide backup dates or refunds for cancelled events. Rescheduled event dates must be applied for in the same manner as original date.

PLEASE BE ADVISED:

Serving of alcoholic beverages (except by special alcohol permit) and smoking are prohibited in all Borough buildings. Renter is responsible for cost of a Uniformed Police Officer to be present.

APPLICATION (please print)

(Must be a Highland Park Resident)

Organization _____ Non-Profit? Yes No Person in Charge _____
 Address _____ Town _____ Zip _____
 Daytime Phone _____ Eve. Phone _____ Other Phone _____
 Fax _____ E-Mail _____ Date of Application _____

EVENT INFORMATION

Facilities Requested (see attached list & fee schedule): _____

Days (check all that apply): Mon. Tues. Wed. Thurs. Fri. Sat. Sun. **Event Dates** _____

Arrival / Start Time _____ am / pm End / Leave Time _____ am / pm (Please include setup & cleanup time.)

Type of Event _____ Will admission be charged? Yes No

Estimated number of participants _____ # of H.P. residents _____ # of nonresidents _____

Alcohol Permit Requested – Applicant must file a separate alcohol permit application form with the Borough Clerk's office.

Food Preparation – **Who is responsible for food preparation?** Professional Caterer On-site / non-caterer Catered Events permitted only.

(If non-caterers will be preparing or providing food, please contact the Highland Park Health Department at 732-819-3790.)

Entertainment or amusements planned (i.e. DJ, band, amusement rides, games etc.; subject to approval Must observe noise ordinance of 10 PM). Please describe: _____

tables _____ # chairs _____ Other _____

Due dates for payments: Facility Rental Deposit (25% of total facility charges) – upon signing of contract

Balance of Facility Rental Fee and Security Deposit – 3 weeks prior to event

Refund Security Deposit (3 weeks following event) to: _____

INSURANCE / USE AGREEMENT

A hold-harmless statement indemnifying the Borough of Highland Park is required for all events. A certificate of insurance for specific dates and facilities may be required. For further information, please contact the Borough Clerk's office at (732) 777-6014.

I / We, _____, indemnify and hold harmless the Borough of Highland Park and assume the risks of all conditions existing in the area covered by this permit, and shall assume liability for any loss, damage, or injury sustained by any person(s) whatsoever by reason of negligence of the person(s), and agree that the premises identified above shall be used exclusively for the purpose stated on the application above. **A certificate of insurance naming the Borough of Highland Park as additional insured and should state the following "Coverage applies to the event being held on Date _____ at the Highland Park Senior & Youth Center. The Borough of Highland is named Additional Insured for those claims arising out of the care and control of the insured." Is required for subsection 11 of PRIORITIES OF USE in the amount of \$1,000,000 per occasion and \$100,000 property damage.** Also, Special Event/Host Liquor Liability/Broad form property Damage Insurance Coverage is required for all events serving alcohol in the amount of one million dollars, naming the Borough of Highland Park as additional insured. I / We agree to abide by the rules and regulations outlined on the Borough of Highland Park's Facility Use Building Rentals and Senior / Youth Recreation Center Usage Requirements documents, and by the ordinances of the Borough of Highland Park. I / We also agree not to discriminate on the basis of disability when using the facilities made available to us by the Borough of Highland Park.

Signature of applicant _____ Date _____

Do not write below – for office use only. FACILITY USE PERMIT (Permit invalid without official signature or if detached.)

Borough Hall requested
 Senior / Youth Recreation Center: Rooms requested
 Room 2 Lounge / Library
 Room 3 Kitchen(See User Application/Permit)
 Room 4 – Hours: _____

 Alcohol Permit: Yes No

Equipment Requested
 Tables (#: _____)
 Chairs (#: _____)
 PA / Microphone (sound system)
 Podium

Insurance / Risk Mgt.: Facility use Approved Denied Date _____ Reservation # _____
 Amusements Approved by Risk Mgt. Not Approved Insurance Certificate required from vendor

Clerk's Office: Alcohol Permit # _____ Date Approved _____ Police Approval Signature _____

Facility Rental Deposit: \$ _____ Paid by: Money Order Check # _____ Date Paid _____

Balance Facility Rental Fee \$ _____ Paid by: Money Order Check # _____ Date Paid _____

Security Deposit: \$ _____ Paid by: Money Order Check # _____ Date Paid _____

Security Deposit Refund: Refunded: P.O. # _____ Date _____

Date(s) of Facility Use _____ Time of Facility Use _____ am / pm to _____ am / pm

Authorized Approval: _____ _____ Date _____
 Director, Dept. of Community Services Borough Administrator

or

_____ _____ Date _____
 Borough Clerk Borough Administrator

Comments / Instructions _____

GENERAL RULES AND REGULATIONS FOR USE OF BOROUGH FACILITIES

The Highland Park Department of Community Services is not responsible for accidents, injuries or loss of property in the Senior / Youth Recreation Center or any Borough facility. Users assume all reasonable risks while using facilities or participating in events and activities.

PERMITS / INSURANCE:

1. Permits are required for use of Borough facilities.
2. Applicants must be a Highland Park resident 21 years of age or older.
3. Permits are issued with priority given to Borough residents, Borough industry and/or Borough-oriented organizations.
4. Attach an addendum if there is insufficient room on the reverse. List group name, phone number, requested dates and all pertinent information.
5. Saturday day/Evening and Sunday Evening Rental ONLY.
6. Reservations will only be approved for event dates within one year of application date.
7. Resident groups (defined) and rates (when offered):
To qualify, 51% of the group must be Highland Park residents. Renter must submit guest/participant list with full addresses to be eligible for discount. Highland Park Residents Only.
8. Proper insurance is required, as specified in policy. A "Hold Harmless Insurance Agreement" indemnifying the Borough of Highland Park is required as specified. Special Event Liability Insurance may be required. The Borough of Highland Park will contact the renter with insurance requirements.
9. Alcohol permits are required for any event where alcohol will be served. Uniformed Police Officer must be on-hand.
10. Special Event/Host Liquor Liability/Broad Form Property Damage Insurance coverage in the amount of one million dollars and naming the Borough of Highland Park as additionally insured is required for all events serving alcohol.
11. If any additional entertainment or amusements are anticipated, this must be indicated on application. Insurance coverage and/or special permits may be required.
12. Security Deposits are required and are refundable if the facility is left in proper condition.
13. The Borough or its designated personnel has the right to deny or revoke the use of the facilities or any permit upon finding a violation of any rule or ordinance, for good cause or if it is not in the best interest of the public.
14. Approved permit must be produced and exhibited upon request of any authorized person.
15. No group will be admitted to the facility before the time indicated on the permit.
16. A late fee of \$100.00 will be assessed if group exceeds approved closing time on contract.
17. Any group that abuses the privilege of using Borough facilities or equipment may be restricted from future use.
18. Cancellation: A minimum of 3 weeks notice is expected for cancellations. Failure to notify may result in billing for staff and/or restriction from further use.

PUBLIC USE OF FACILITIES – GENERAL RULES:

1. At all assemblies of young people, at least one adult must be present for every 15 minors unless specified and approved otherwise in advance. Borough employed building supervisor to be on hand at all times.
2. No narcotics, illegal or controlled substances, nor persons under the influence of same, are permitted on the premises.
3. Serving of alcohol will be permitted only when an alcohol permit has been granted. Uniformed Police Officer must be present through out event.
4. Smoking is not permitted indoors.
5. Profane language, gambling, quarreling or fighting will not be tolerated.
6. Breakage or damage of equipment and/or furniture must be paid for by renter at a replacement cost to be determined by the Director of Community Services.
7. The Borough will not permit storage of any kind.
8. Noise ordinance of 10 PM to be observed.
9. No equipment is to be removed, and any equipment used must be placed back in its original position.
10. Do not block exits.
11. Rooms and hallways must be left clean and orderly.
12. Trash must be deposited in receptacles or dumpster.
13. If decorations are contemplated for any program or event, the office must approve them in advance. All decorations must be flame-retardant. No holes may be made in the walls to accommodate decorations. Decorations may not take up more than 10% of rental space.
14. Building supervisor services include opening and closing the building, as well as operating room lights, heating and ventilation equipment. Supervisor will not be required to load/unload equipment or clean building.

THE FOLLOWING ARE PROHIBITED:

1. Entering any area that is marked as "Closed to the Public," "Off Limits" or "Staff Only".
2. Possessing, setting off or causing to explode any fireworks, explosives or weapons as prohibited by any laws of the State of New Jersey.
3. Distribution of pamphlets or demonstrations or sale of any article for private financial/pecuniary gain by an individual or organization using the facility, unless specifically approved.
4. Entering into any disorderly conduct or participating in any game of chance not permitted by the laws of the State of New Jersey.
5. Disturbing or interfering unreasonably with any other person(s) in the facility.
6. Excluding anyone from use of a facility or areas unless designated by specific permit.
7. Willfully marking, defacing or displacing any natural or facility structures, furniture or equipment.
8. Use of kitchen for cooking (Catered events only.)
8. Littering or leaving the facility before trash is removed.
9. Climbing trees; walking, sitting or standing on walls, railings, monuments, or other furniture or property that are not customarily designed for that purpose.
10. Constructing or erecting any structure or building, permanent or temporary, in the facility or on its grounds.
11. Bringing any domestic animal inside the facility.
12. Bicycles that block egress from facility or pose risk of injury to persons using facility (use bicycle racks).
13. Parking or driving any motorized vehicle improperly or in areas other than those designated for such a purpose.
14. Exceeding speeds of 15 miles per hour in parking areas.
15. Facilities may not be used by any individual, group or organization which has as one of its objectives the overthrow of the government by force or by other unlawful means, or by an individual, group or organization deemed subversive under the definition set forth by the State of New Jersey code.

FEE SCHEDULE FOR RENTAL OF BOROUGH FACILITIES

I. FACILITY FEES:

1. <u>Senior / Youth Recreation Center*</u>	<u>Rental Fee</u>
A. <i>Facility Rental Deposit (due w/contract)</i>	25% of total facility charges**
B. Security Deposit	\$ 50.00 per hour of use
C. Basic Rental Fee – 1 st 2 hours (Rooms 2,3 & 4 only.)	\$150.00
D. Basic Rental Fee – additional hours	\$ 50.00 per additional hour

(Non-Cooking- Catered Events ONLY.) No Refrigeration, Freezer, Stove/Oven Etc. Available.

See Rental Usage Requirements.

***Please note** that the above fees exclude **not-for-profit, civic, community or charitable** organizations. Such groups should contact the Department of Community Services to arrange for facility use on a space-available basis. Groups in this category that also meet the definition of resident groups (below) may use the Senior / Youth Recreation Center free of charge.

* All Deliveries on day of events only. (Within hours of rental.)

*** 25% of the total applicable facility fees are due at the time the contract is signed. These monies serve as the **Facility Rental Deposit**, and do not represent an additional fee. The Facility Rental Deposit is distinct from the Security Deposit, and unlike the Security Deposit, the Facility Rental Deposit is not refundable.*

2. Borough Hall

Use of Borough Hall is restricted to Boards, Commissions, Committees or other official agencies or arms of the Borough government or the Board of Education. However, RU-ALL is permitted to rent space within Borough Hall at rates agreed to between the parties.

In the event that a not-for-profit, civic, community or charitable organization not based in Highland Park or without a majority of its membership consisting of Highland Park residents should be approved for use of facilities in Borough Hall, any such group shall be charged a fee of \$35.00 per hour for said use.

II. DISCOUNTS:

1. Employee Discounts

Employees of the Borough of Highland Park may rent Borough facilities at a discounted rate of 50% of the applicable fees listed above.

2. Other Discounts

The above-stated fees reflect all applicable facility use discounts for resident groups (defined below) and employees (see above). There are no discounts on security deposits or use of the kitchen facilities, which are not included in the basic rental fee for residents or nonresidents.

III. DEFINITION OF RESIDENT GROUPS:

Groups and organizations contracting to rent Borough facilities will be considered Resident Groups if at least 51% of attending members are Highland Park residents. A list of anticipated attendees / group members, including full addresses, should be supplied to the Department of Community Services by any group applying for facility rental at the discounted Resident Group rate.