

**TOWN OF BOONTON
RECREATION DEPARTMENT**

**FACILITY USE/RENTAL POLICY
APPLICATION PROCEDURES
APPLICATION**

I. FACILITY USE/RENTAL POLICY

- A. The term "facility" shall mean the Boonton Recreation Center, located at 1210 Cedar St, or the Senior Center, located at 126 N. Main St owned by the Town of Boonton.
- B. The unregulated use of municipal facilities may result in damage to Town property, may increase maintenance costs, and may curtail the public's use of public facilities designated as available for recreational and/or social purposes. The purpose of this policy is to manage the use/rental of public facilities in a manner that preserves the Town's investment and enhances the use and enjoyment of Town facilities by our residents.
- C. This policy applies to all public facilities listed above, owned by the Town of Boonton and designated as available for recreational and/or social purposes as set forth and authorized by Chapter 205 of the Code of the Town of Boonton.
- D. The rules, regulations, privileges, limitations and prohibitions set forth in Chapter 205 of the Code of the Town of Boonton are incorporated herein by reference.
- E. In the event that this 'Facility Use/Rental Policy' conflicts with the rules, regulations, privileges, limitations and prohibitions set forth in Chapter 205 of the Code of the Town of Boonton, the language of Chapter 205 shall prevail.
- F. The consumption and/or use of alcoholic beverages on Town property is strictly prohibited without proper prior authorization.
- G. All town of Boonton facilities are drug and tobacco free. The use of any type of tobacco products, including any type of e-cigarettes or vaping apparatus, is strictly prohibited.
- H. The application process set forth herein shall be the established and required procedure for all applicants requesting the exclusive use of the Recreation Center or Senior Center.
- I. This policy and the application process required hereby shall apply to Town of Boonton 501c3 organizations, residents of the Town of Boonton and shared services participants, including Tri-town recreational teams and organizations.

II. APPLICATION PROCEDURES

- A. A completed and executed Facility Use Application shall be submitted by the applicant to the Recreation Department requesting the use of a Town owned facility designated as available for public use.
- B. A refundable deposit of \$100.00 shall be submitted with each application. Applications shall not be accepted and permits shall not be issued without the required deposit.
- C. Applications shall be submitted no less than fourteen (14) days prior to the event date requested. This requirement may be waived for good cause.
- D. Applicants must include all details regarding the proposed use of the facility, the number of people expected, specifying the number of adults and number of children under 18 that will be present, the length of the event, and any outside items being brought to the facility for use during the event.
- E. Approval shall be on the basis of earliest qualified complete application received.
- F. Applicants may request multiple event dates within a one year period of the date of the first event requested. Each event date requested shall be specifically set forth on the Facility Use Application. The required refundable deposit shall be \$100.00.
- G. The user fees charged shall be as indicated in Chapter 205 of the Code of the Town of Boonton and as indicated below.
- H. A fee of \$50 per hour is required for all private events to be held in Town owned facilities. This fee includes wages paid to the monitor and operating costs.
- I. For every private event held in a Town owned facility, a monitor shall be present. The monitor will be responsible for ensuring the facility is completely cleaned and returned to its original state by the renter prior to leaving.
- J. Hourly charges for the use of facilities shall begin at the time set forth on the approved Facility Use Application indicating the start of the event. Appropriate time for set up and clean up must be included in the time requested on the application. The hours available for use of all facilities are 9:00 A.M. through 10:00 P.M.
- K. Additional time may be requested by the applicant at the authorized hourly rate.
- L. Applicants shall comply with established and posted occupancy limits at all facilities. Said occupancy limits shall be strictly enforced.

- M. Upon the approval of the Facility Use Application, the applicant shall pay all facility use fees in full and obtain a copy of the fully executed and approved Facility Use Agreement and the Facility Use Permit from the Recreation Department. In addition the applicant should make arrangements to pick up the key prior to the event, unless a monitor will be present.

III. SUPERVISION

- A. Applicants approved to use any Town facility shall ensure that there is sufficient adult supervision present at every approved event to provide security and to deter vandalism to Town property.
- B. Youth activities shall be supervised by responsible adults at all times. The Town requires a minimum of one (1) adult of at least 18 years of age per twelve (12) children under the age of 18.
- C. Any applications for groups larger than 49 participants, must receive approval from the Town of Boonton Police Chief.

IV. MAINTENANCE PROCEDURES & INSTRUCTIONS

- A. Applicant shall be responsible for leaving Town facilities clean and orderly **immediately** following use. Prior to leaving the facility after an approved event, the applicant shall ensure that:
- a) The rented space including the floor, hallways, bathroom, and kitchen are swept clean of all debris and trash.
 - b) Trash shall be placed in a plastic bag, sealed and placed outside the facility in the trash receptacle. Countertops, tables, sinks appliances and walls shall be cleaned with the cleaning products provided.
 - c) All toilets shall be flushed.
 - d) All table and chairs shall be returned to their original locations.
 - e) All balloons shall be popped and thrown away.
 - f) All lights are to be turned off upon exiting the facility. Air conditioning/heating controls shall not be changed or adjusted in any fashion at any time.
 - g) Applicants shall be liable for all costs incurred by the Town due to vandalism including objects stuffed in the toilets (i.e. toilet paper rolls, wads of paper, etc.)

- h) All cleaning products supplied by the Town are located in the janitor closet or the kitchen cabinet of each facility. Do not leave personal cleaning supplies in the facility.
- i) Applicants shall **not paste, glue, tack, or otherwise permanently** attach any items to the interior or exterior of any Town facility. Scotch tape may be used on walls, but must be removed completely at the end of the event. Any damages found or adhesives left on facility walls shall result in the forfeiture of the facility deposit.
- j) Parking shall be restricted to designated parking areas. **Please be sure not to block or park in any neighboring driveway.**
- k) Applicants shall be liable for all damage to the facility as a result of vandalism or neglect by the facility user. If the cost of repairs and/or replacement exceeds the amount of the applicant's deposit, the Applicant shall be billed for the balance. The Town reserves the right to bill, sue or take any measures necessary to collect any sums for the additional clean-up, alarm call(s) and/or damages to the property occurring at the applicant's event which exceeds the amount paid and/or deposited.

V. TOWN NOISE ORDINANCE

- A. Applicants who wish to request permission to use loudspeakers, public address systems and/or amplifiers in public facilities shall so indicate on the Facility Use/Rental Application. The type of equipment shall be specifically described therein. Approval of said request shall be granted on a case by case basis subject to the applicant's demonstrated need, facility location, type of equipment being used, hours of facility rental, and the potential impact on other users of the facility and the neighborhood. Limitations may be attached to approvals. Applicants are advised that the use of loudspeakers, public address systems and/or amplifiers remain subject to provisions of the Town of Boonton Noise Ordinance, located at Chapter 194 of the Town Code.

VI. FEE SCHEDULE & OTHER CHARGES

- 1. Fees, deposits and other charges are as set forth in Chapter 205 of the Code of the Town of Boonton.
- B. If it is determined that all or a portion of the applicant's deposit is to be retained by the Town, the applicant shall be informed in writing of the specific reason and the amount.
- C. All keys, where applicable, must be returned within three (3) business days after facility use. A late fee of **\$10.00 per day** will be assessed each day thereafter.

- D. Non-profit organizations are required to file a copy of their tax-exempt status confirmation letter from the Internal Revenue Service with the Recreation Department prior to the submission of any applications for the purpose of the fees to be charged.
- E. All individuals, groups, organizations authorized to use Town owned facilities shall, as a condition precedent to authorized use, provide a certificate of insurance for liability coverage identifying the Town as an additional named insured in an amount no less than \$1,000,000.
- F. Deposits will be returned only after verification by Town personnel that the facility was left in its original condition.

VII. CANCELLATION POLICY

1. All requests for cancellation of approved facility permits shall be submitted in writing to the Recreation Department in order to be considered for reimbursement.
2. The Town shall retain a \$25 administrative fee for cancellations requested seven (7) or more days prior to the approved event.
3. The Town shall retain a \$50 administrative fee for cancellations requested less than seven (7) days but more than twenty-four (24) hours prior to the approved event.
4. The Town shall retain 100% of the total event fee paid fee for cancellations requested twenty-four (24) or less hours prior to the approved event. In no event shall the fee retained by the town be less than \$25.
5. The Town reserves the right to suspend and/or revoke an applicant's privilege of using Town facilities for failure to use a facility for which a permit was approved and issued.
6. The Town may cancel your approval for the use of a Town facility for any reason.
7. The Town reserves the right to use facilities for Town or Town sponsored activities, and as such, may cancel or relocate a group's use of a facility.
8. The Town reserves the right to prohibit, rescind or change the use of facilities, and this policy, regardless of prior approval for use. Whenever practical, reasonable notice will be provided.

VIII. LEGAL RESPONSIBILITY/LIABILITY

1. Applicants shall be responsible as set forth in the Indemnity & Hold Harmless Agreement below.
2. Applicants shall execute an Indemnity & Hold Harmless Agreement and submit same along with the Facility Use/Rental Application. The application shall not otherwise be considered complete.

IX. ADDITIONAL GENERAL POLICIES

- A. Applicants shall not alter, modify, reduce, enlarge, adapt or change any Town facility for any purpose. Applicants may request changes to a town facility to facilitate a program or an organization's use. A formal request and plan shall be submitted to the Recreation Department. The request shall be transmitted to the Mayor, who will approve or deny the request.
 - B. No person shall disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit issued by the Recreation Department.
 - C. Applicants shall insure that youth program volunteers who work with children under the age of 18 complete background checks. Proof of compliance shall be provided to the Recreation Department along with the application. Applications shall not be considered complete without such proof.
 - D. Applicants must have the approved Facility Use Permit during the scheduled facility use.
 - E. Residents are not permitted to "sponsor" a non-resident.
 - a. The person, group or organization that is using the facility must be the applicant.
 - b. An individual that is a member of a non-profit organization and using a Town facility for private use must submit the Permit Application accordingly, not as a member of the non-profit organization.
6. Applicants must be at least 18 years of age.

INDEMNITY & HOLD HARMLESS AGREEMENT

Name of Applicant: _____

Representing the Group: _____

Facility Requested: _____

The undersigned representatives of the applicant understand and agree to the following:

The applicant agrees to indemnify and hold harmless the Town of Boonton, its officers, employees, volunteers and agents, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and; 2) caused in whole or in part by my negligent act or omission or that of anyone employed by us may be liable. This indemnification and Hold Harmless Agreement shall apply in all instances whether Town of Boonton, its officers, employees, volunteers and/or agents, is/are made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim. We further agree to defend and hold the Town of Boonton, its officers, employees, volunteers and/or agents harmless from any claim or suit or injury damage or blame resulting from the use of all Town-owned facilities.

I understand that as the applicant, I am responsible for the facility (damages), participants/attendees, and keys issued (if applicable) for use of the facility. I will return the key(s) within three (3) business days of my use of the facility. I agree to abide by the noise regulations set forth in this Facility Policy and Town Code.

A Certificate of Insurance naming Town of Boonton as additionally insured as well as certificate must be provided. Limits must not be less than \$1,000,000 bodily injury and property damage combined single limit. ONLY if you are private user, the Hold Harmless & Indemnification Agreement may be substituted for the Certificate of Insurance. All other parties must provide both.

Signature-Authorized Applicant Representative Date

Signature-Authorized Applicant Alternate Representative Date

Signature-Authorized Town of Boonton Representative Date

TOWN OF BOONTON
Recreation Department
100 Washington Street
Boonton, New Jersey 07005
(973)263-2110 Email: rec@boonton.org
Hours: Monday-Friday 8:30 am-4:00 pm

1. Name of Applicant: _____
Address of Applicant: _____

Home Phone: _____ Work Phone: _____
Email Address: _____
Date of Birth: _____
2. Name of Organization (i.e. Athletic team, Girl Scouts, church, etc.): _____

Address of Organization: _____

Contact Phone Number for Organization: _____
Contact Email Address for Organization: _____
3. If you are an organization, league, church or other group, do you charge a membership or registration fee to your members/participants? YES NO
4. Do you or will you charge or collect any fees while your group is using the facility? YES NO
5. Facility to be utilized: _____
6. Type of Event/Name of Event: _____
7. Actual Use of Facility Anticipated: _____
8. Day(s) of Event: _____
Day(s) of Week (if more than one day event): _____
9. Hours of Event: _____
Hours of facility use (All events must conclude by 10 pm): _____
10. Number of persons attending event: Adults: _____ Children: _____
11. Number of chaperones provided by Applicant (1 per 12 children): _____
12. Outside materials being utilized within the facility (i.e. tables, chairs, balloons, etc.): _____

13. Special equipment to be used (i.e. sound system, sterno set ups, crock pots, inflatable bounces, etc.): _____

14. Will there be an admission fee charged: YES NO

15. Will you be selling items at the event? YES NO

16. If yes, what are the items and the cost for each? _____

By signing below, I am affirming and acknowledging that all information contained herein is true and complete. I acknowledge the background check requirement contained in item IX(3) above and attest that all volunteers working with children under the age of 18 have had a background check with negative results within the last year.

Signature of Applicant

Reviewed and approved:
Town of Boonton Recreation Department

Town of Boonton Police Department, Chief Mayhood

Police presence required: YES NO
If yes, number _____
