

BOROUGH OF WESTWOOD

Recreation Department

PH: 201-664-7882 –Recreation@WestwoodNJ.gov
55 Jefferson Avenue, Westwood NJ 07675



APPLICATION FOR USE OF COMMUNITY CENTER

Your event will not be confirmed until all documentation and 50% of the Use Fee has been received.

Full payment must be made at least 30 days before your event.

Organization / Family Name: _____

Representative / Individual: _____ Home Phone: _____

Address: _____ Cell Phone: _____

E-Mail: _____

Purpose for use of the facility _____

Facility requested: ___ Meeting Room 1 and 2 ___ Meeting Room 1 (Kitchen side) ___ Meeting Room 2

 ___ Senior Lounge ___ Gym (occupancy 100) ___ ** Kitchen

Number expected in attendance _____ ** Use of Oven / Range Top Prohibited

Date(s) to be used: _____

Times: Fees are based on the time your event set up begins until the clean up is completed

Set Up Time: _____ Event Begins: _____ Event Ends: _____ End Time: _____

Will admission be charged? If yes, for what will the proceeds be used? _____

Will you be conducting any form of a Raffle / Door Prizes / Games of Chance? _____

Will you have any special equipment / entertainment, etc? If yes, what? _____

Another adult attending & willing to be responsible: Name _____ Phone _____

I have read and agree to all of the requirements as stated in the Policies and Procedures for Use of the Community Center on the reverse side of this application. I understand that as the person signing this form, I am jointly responsible with the organization for the clean up and for any damages to the facility. * I also understand that the game tables and playhouse are not to be used or moved.**

Signed: _____ Dated: _____

I hereby acknowledge that alcoholic beverages will not be served or consumed during this event.

Signed: _____ Dated: _____

For office use only:

Cert of Insurance: _____	N.J. Alcohol Permit: _____	Use Fee: \$ _____
Hold Harmless & D.L.: _____	Borough Alcohol Permit: _____	Set Up: \$ _____
Security Deposit: \$ _____	Games of Chance _____	Clean Up: \$ _____
	Deposit Ret'd: _____	Total: \$ <u>n/c</u> Rec'd: <u>n/a</u>

Application Approved By: Recreation Director: _____ Dated: _____

(F.P.B. if applicable) Fire Prevention Bureau: _____ Dated: _____

White Copy: Rec Dept
Yellow Copy: Applicant

* **Wi-Fi is available in the Community Center ***
The User Name & Password are located
above the light switches in the Meeting Rooms

PERMIT # 19 - _____

Policies, Procedures and Fees for Use of Community Center 2018

The Borough of Westwood's Community Center is available for Westwood residents and Westwood organizations and non-resident Individuals and Organizations. Please read the following carefully to understand the requirements of using the Community Center. To view the facility or to check the availability of a date, contact the Recreation Department. Events will not be confirmed until all documents and fees have been submitted.

- **YOU ARE RESPONSIBLE** for the following unless arrangements have been made with the Recreation Director:

- Setting up and taking down of all tables and chairs, etc. and properly replacing them on their racks. (Round tables are 5', Oblong tables are 8' long)
- Sweeping *and* mopping all areas used including the restrooms as necessary.
- Removal of all trash & recyclables to the appropriate containers in the parking lot.
- Fire Exit doors must not be blocked at any time under any circumstances.
- **The playhouse, pool table, game tables are not to be moved or used !**
- The room partition may only be opened and/or closed by Community Center Staff.
- The thermostats located throughout the facility are not to be adjusted.
- All lights should be turned off before leaving the facility.
- All windows and doors must be closed and locked.
- The Community Center is a smoke free facility.

PLEASE INITIAL to verify that you have read and understand your responsibilities. _____

- **A Certificate of Insurance** is required from organizations naming the Borough of Westwood as additional insured and listing the Borough of Westwood, 101 Washington Ave, Westwood N.J as the certificate holder. The policy must have the following limits: \$1,000,000.00 for General Liability and \$1,000,000.00 for Each Occurrence. Individuals using facilities must provide proof of Homeowners or Renters Insurance.
- **A Hold Harmless Agreement** must be completed with a copy of the applicant's driver's license.
- **Alcoholic Beverages:** Are not permitted in the facility unless approved by the Westwood Governing Body. A separate application is required for the consumption of alcoholic beverages which must be completed and approved prior to your event. **If your event will include Alcoholic Beverages the security deposit is \$500.00 and a separate certificate of liability insurance must be obtained;** the Recreation Department will advise you of the requirements.
- **PERMITS:** Subject to cancellation if the event is pre-empted by a Borough / Recreation Department event.
- **DAMAGES:** You will be held financially responsible for any damage to the facility and / or the equipment and / or for any clean-up required by Borough staff as a result of your use of the facility. **PLEASE INITIAL** _____
- **KEYS:** Are obtained with your Permit from the Westwood Police Dept (101 Washington Avenue) immediately prior to your event and must be returned immediately after your event. If the key is not returned promptly to the Police Desk after your event a \$25. fee will be charged. If the keys are lost, you will be responsible for all costs involved in replacing the cylinders. Note: To keep the door unlocked and closed, simply push in the side latch and hold it recessed while turning the key. **PLEASE INITIAL** _____

FEES: Checks are payable to: Borough of Westwood

Resident: Half payment is due when the event is confirmed. Full payment is due 30 days prior.

Non-Resident / For-profit Org. Half payment is due when the event is confirmed. Full payment is due 30 days prior.

No fee for Resident Organization meetings
Meeting Room # 1 or 2: \$40.00 per hour
Meeting Rooms # 1 & 2: \$50.00 per hour
Senior Lounge: \$20.00 per hour
Use of Kitchen: \$25.00
Clean Up Fee: For 50-100 people: \$100.00
Clean Up Fee: 100 or more, Fee To be determined
Custodial Fee (if requested) \$25.per hour
Gym: \$40.00 per hour
Security Deposit: \$200.00

Meeting Room # 1 or 2: \$55.00 per hour
Meeting Rooms # 1 & 2: \$70.00 per hour
Senior Lounge: \$25.00 per hour
Use of Kitchen \$25.00
Clean Up Fee for 50-150 people: \$100.00
Clean Up Fee: 150 or more: Fee To be determined
Custodial Fee (if requested) \$25.per hour
Gym: \$60.00 per hour (Mon-Fri, 4-11 PM)
Gym: \$55.00 per hour (weekends)
Security Deposit: \$200.00

Maximum Room Capacity: Please Note: The numbers cited below are guidelines. The addition of tables, chairs, displays, DJ, Band, dance areas etc. will decrease the maximum capacity permitted.

Room 1: (Kitchen Side)	Chairs Only: 125 persons	Tables & Chairs: 75 persons
Room 2: (Playhouse Side)	Chairs Only: 50 persons	Tables & Chairs: 50 persons
Rooms 1 and 2 combined:	Chairs Only: 200 persons	Tables & Chairs: 200 persons
Senior Lounge: 15 persons		

**BOROUGH OF WESTWOOD
HOLD HARMLESS AGREEMENT**

BETWEEN THE BOROUGH OF WESTWOOD AND _____
(Organization or Group)

WITNESSETH: 1. In consideration of permission to use the Borough of Westwood facility described below on (give all dates) _____

_____ in the year 20__ and/or 20__. The applicant does hereby covenant and agree to save and hold the Borough of Westwood, its agents, servants, and employees harmless 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.

2. Applicant has furnished the Certificate of Insurance naming the Borough of Westwood as an additional insured. This document to be as an additional inducement to the permission for use of premises. A true copy to be attached to the application. Fax copies not acceptable. Subject to review by Borough Administrator.

3. The facility will be used for the following purpose and no other:

4. Number of persons expected to attend

5. Alcoholic beverages will ____ / will not ____ be served at the event.

6. The applicant is a: _____ Non-profit corporation
_____ Non-profit association
_____ A For-Profit organization
_____ An individual

If applicant is an association or corporation the undersigned certifies that the executing of the Hold Harmless Agreement has been duly authorized.

7. The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described and the permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, this Hold Harmless Agreement shall be applicable to any claim asserted against the Municipality or any loss incurred arising out of the applicant's activity whether or not same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

8. The applicant specifically agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of Westwood for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it for any person or organization acting on its behalf.

9. The undersigned is authorized to execute this Hold Harmless Agreement as the binding act of the applicant.

10. A copy of applicants Drivers License is required.

APPLICANT PORTION BELOW:

SIGNED _____

POSITION _____

ORGANIZATION _____

ADDRESS _____

DATE _____