

# TOWNSHIP OF EGG HARBOR



## DEPARTMENT OF PARKS AND RECREATION

5045 English Creek Avenue

Egg Harbor Township, NJ 08234

(609) 272-8120 (609) 272-8151 (Fax) [www.ehtgov.org](http://www.ehtgov.org)

## COMMUNITY CENTER USE OF FACILITIES RULES AND REGULATIONS



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EGG HARBOR TOWNSHIP  
DEPARTMENT OF PARKS AND RECREATION  
5045 English Creek Avenue  
Egg Harbor Township, NJ 08234

## **COMMUNITY CENTER USE OF FACILITIES RULES AND REGULATIONS**

Requests for facility reservations will not be taken more than 90 calendar days before the date of use.

Please complete the facility request form and return it, with the application fee and signed Rules and Regulations, to 5045 English Creek Avenue, Egg Harbor Township, NJ 08234.

Rental requests will be reviewed and processed after they're determined to be complete. Renter will be notified by mail, email or phone as to status of his/her rental request within 10 calendar days of receipt of application. Applications will be considered complete only after all required forms are signed and submitted and applicable fees and deposits are paid. No dates are held for any group who has not submitted a facility rental form and booking deposit.

No reservation shall be considered confirmed until such time as an approved use of facilities is transmitted back to the applicant.

### **Rental Deposits and Payment Information**

Payment of fees are accepted in the form of cash, money order or cashier's check.

Rental of EHT Community Center consists of the following fees:

- A. Application Fee
- B. Rental Fee
- C. Damage/Compliance Deposit Fee

A. Application fee must accompany any request for facility rental as stated below. Application fee will be returned if rental request is denied. If rental request is granted, you will be notified by phone, email or mail and an appointment set within seven (7) calendar days to complete the contract. The application fee will be applied to the rental fee.

B. The total rental fee for the Multi-Purpose Room or Conference Room is due and payable at the facility rental meeting.

C. The Damage/Compliance deposit fee is refundable if the conditions of the rental are met. Conditions which lead to withholding part or all of the Damage/Compliance deposit include, but are not limited to, the following:

- Clean up is not completed as outlined in the facility rules and regulations.
- Use of the room exceeds the scheduled rental time.
- The number of persons attending the event exceeds the number of participants listed in the agreement.
- Equipment is damaged during rental period.
- Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during the rental period.

## COMMUNITY CENTER USE OF FACILITIES RULES AND REGULATIONS

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### Fee Schedule

The Egg Harbor Township Community Center is available for a variety of activities and uses. In order for the Township to be able to cover the cost of the facility during your use and to protect the facility from potential damage a fee schedule has been developed with the intent to have a fair and equitable sharing of the costs among user groups.

- A. Township government, governmental and township sponsored/co-sponsored groups.
- B. Egg Harbor Township Non-profit civic groups, clubs and senior organizations.

### MULTI-PURPOSE ROOM

GROUP	NUMBER OF USERS	RENTAL FEES	APPLICATION FEE	DAMAGE/COMPLIANCE DEPOSIT FEE
A		\$0.00	\$0.00	\$0.00*
B		\$300.00/4 Hours	\$150.00	\$250.00

### CONFERENCE ROOM

GROUP	NUMBER OF USERS	RENTAL FEES	APPLICATION FEE	DAMAGE/COMPLIANCE DEPOSIT FEE
A		\$0.00	\$0.00	\$0.00*
B		\$25.00 per use or \$250.00 for 12 meeting dates	\$12.50	\$100.00

**\*Group A: Township Sponsored/co-sponsored groups will be required to submit a \$200.00 Damage/Compliance Deposit Fee if reserved area is not left in a clean state.**

### Cancellation/Refund Policy

#### Refunds

Once the reservation request has been accepted and a permit has been issued, the application fee is non-refundable.

For cancellation requests received at least 45 calendar days prior to the event date, one half of the paid rental fee will be refunded. The application fee is non-refundable.

For cancellation made less than 45 calendar days of the event, only the Damage/Compliance portion of the rental fees will be refunded. The application fee and rental fee is non-refundable.

Renter shall be liable for all costs of any additional services already performed.

The person who signed the contract must submit all requests for cancellation in writing.

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### Available Rental Hours

#### **Meeting Room** - 50 Person Capacity

Monday	NOT AVAILABLE	Friday	9:00 a.m. to 9:00 p.m.
Tuesday	9:00 a.m. to 9:00 p.m.	Saturday	2:00 p.m. to 9:00 p.m.
Wednesday	9:00 a.m. to 9:00 p.m.	Sunday	NOT AVAILABLE
Thursday	9:00 a.m. to 9:00 p.m.		

**Multi-Purpose Room** is available for rental during the following hours (250 Capacity) (rental hours include catering, decorating and clean up time) :

Monday	NOT AVAILABLE	Friday	5:00 p.m. to 9:00 p.m.
Tuesday	5:00 p.m. to 9:00 p.m.	Saturday	2:00 p.m. to 9:00 p.m.
Wednesday	5:00 p.m. to 9:00 p.m.	Sunday	NOT AVAILABLE
Thursday	5:00 p.m. to 9:00 p.m.		

### Facility Use Rules and Regulations

Events are scheduled for 4-hour rental periods. Rental hours include catering, decorating and clean up time. Additional hours may be available by arrangement at an hourly rate. All events must be limited to three (3) hours of actual event time.

Please note reservations are made for specific areas only. The Community Center is open to the public and there may be various activities being held at the Center during your event.

Organizational groups with minors (under the age of 18) must be adequately chaperoned. No running and/or playing in the hallways are allowed. Chaperones are required to control their participants. Groups must comply with chaperone guidelines of one (1) adult per ten (10) children.

Existing signs placed in the building by the Township of Egg Harbor may not be removed, relocated or covered up.

The Township of Egg Harbor is not responsible for lost, damaged or stolen personal items during your rental period.

Smoking is not allowed in the Community Center or within 25 feet of any entrance to the building.

Rice, confetti, glitter, bird seed or similar materials are not allowed at any time within the Center or on the grounds of the property.

## **COMMUNITY CENTER USE OF FACILITIES RULES AND REGULATIONS**

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Equipment brought onsite which is not specifically approved in the rental agreement is prohibited and will result in forfeiture of damage/compliance fee.

No shade tents or awnings are permitted to be utilized on the property by a renter.

Decorations must be free standing or tabletop. Tape, tacks, nails, screws, staples or other surface adhesives or objects that may damage the walls or other Township property are not permitted, and the Renter will be charged for any repairs. Tables must be covered prior to use.

Floral displays must be freestanding and immediately removed following the conclusion of the event.

It is against Township policy for any employee to receive any form of cash, gift, tip or gratuity.

This building is protected by a fire sprinkler and fire alarm system. The use of pyrotechnics or smoke or faux smoke generating devices is prohibited. At no time shall fire protection devices be rendered unusable. This includes the blocking of fire extinguishers, the blocking of fire alarm pull stations, the covering of smoke detectors and/or the covering of audio/visual alarm devices. Decorations shall not be attached to any fire protection device. Marked exits shall not be blocked. In case of fire alarm activation, exit the building immediately in a safe manner. Re-enter only at the direction of Fire Department officials on site.

Lighted candles or open flames (with the exception of sterno cups) inside any of the rooms are prohibited.

Dancing is not allowed on any carpeted area.

Nothing may be sprinkled on or applied to the floor.

Renters are responsible for the conduct of the guests attending the event. Renters are responsible to inform their guest/event attendees of all rules and regulations. If your event requires police intervention, all of your Damage/Compliance Deposit will be withheld.

### **Catering and Kitchen Use**

Renters may provide their own food and beverages, or they may utilize professional caterers for their event. Use of the kitchen requires that the renter, renter's representative, or caterer, meet with the Township at least one week prior to the use date to review use of equipment.

Renters are responsible for arranging their own catering, linens, dishes, and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reserved time.

Renter is responsible for the condition of the kitchen and for the caterer in charge of renter's event.

## **COMMUNITY CENTER USE OF FACILITIES RULES AND REGULATIONS**

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Failure to comply with kitchen regulations will result in a deduction or forfeiture of the Damage/Compliance Deposit. Kitchen must be returned to the same condition in which it was found at beginning of event. Township staff in charge and renter's representative must sign off on kitchen before the Damage/Compliance Deposit can be refunded.

### **Set Up and Clean Up**

Times designated on the application form must include time for both decoration and clean up of all decorations and removal of all non-Township equipment and supplies.

All non-Township equipment and supplies or equipment, including, but not limited to, band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renter's reserved hours. Nothing may be stored on site without prior approval by the Recreation Department Director or his designee. A fee will be charged for items brought early or left by the renter.

#### **Set up**

Township staff will set up and take down Township-provided tables and chairs. Tables should be cleaned and ready to be put away by the Township staff. Please be aware that at no time can exits be covered or obstructed by tables or equipment.

#### **Clean up by renter includes**

Removing all decorations and placing them in the appropriate provided trash receptacles. Leaving kitchen in a clean condition. Clearing and cleaning of all Township provided tables and chairs. Do not leave any food in the refrigerator/freezer. Completing other cleanup requirements specific to event.

Failure to complete required clean up will result in forfeiture of Damage/Compliance Deposit.

### **Alcohol Policies**

No alcoholic beverages are allowed on Township property.

### **Security**

The Renter will be required to provide police officers and/or parking attendants if request warrants such services. Renter will be advised at the facility rental meeting if such services are required.

All such services must be arranged by the Renter and will be at the expense of the Renter. If a Renter refuses or fails to secure police and/or parking assistance after having been advised to do so, the use of facility will be withdrawn.

### **Insurance**

The Township of Egg Harbor requires that renters provide proof of insurance in the amount of at least \$1,000,000 general liability with a separate attached endorsement naming the Township of Egg Harbor and Egg Harbor Township Recreation as additional insured. Renter provided insurance is due in the facilities office at least 10 calendar days prior to your event.

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### **Liability**

The responsible party agrees to assume all liability for losses, expenses, damages, demands or claims in connection with or arising out of any injury or damage sustained or alleged to have been sustained, by any person, corporation, firm or company, or any damage or alleged damage to property in connection with the occupancy, maintenance or use of all or any part of said premises by the responsible party and all users of the facility.

The responsible party shall indemnify and hold harmless the Township of Egg Harbor, including the Township Committee, agents, employees and volunteers from any and all losses, expenses, damages, demands and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs and demands including attorney fees in connection therewith, or resulting there from.

The Township is not responsible for any item(s) left in the Center after an event.

### **Music**

If you plan to have music at your event this must be noted on your Application/Rental agreement. Unless otherwise approved by the Director, amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60 db at the facility boundary.

DJ's and musicians must bring their own extension cords, if needed.

Doors must remain closed throughout any event.

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GROUP A:

- Township Government, Governmental and Township Sponsored/co-sponsored Groups
  - Mayor and Township Committee
  - EHT Municipal Departments and Associations
    - ie: Municipal Clerks, Tax/Finance Association, Municipal Administrators, Chief of Police Association, Ambulance Squad, GWU, etc
- EHT Municipal Alliance
- EHT Explorer Post
- EHT Baseball Organization
- EHT BMX Association
- Cygnus Creative Arts
- Diamond Cheerleaders
- EHT Junior Wrestlers
- EHT Softball Organization
- EHT Soccer Club
- EHT Street Hockey Association
- EHT Youth Organization
- EHT Fire Departments/Auxiliaries - Scullville, Cardiff, Bargaintown, Farmington, W. A.C.
- EHT PAL
- EHT School District as submitted by School Principal
- Atlantic County Government as approved by Recreation Commission

GROUP B:

**FACILITY USE LIMITED TO MEETINGS AND ACTIVITIES**

- Southern NJ Council BSA - Pack/Troop 100, 389, 94 and 142
- Girl Scouts of Central and Southern NJ - EHT Troops
- Homeowner Associations
- EHT Civic Associations
- Kiwanis International, Inc.
- EHT Booster Clubs/School Clubs
- EHT Mother's Club
- EHT Church Groups



### COMMUNITY CENTER USE OF FACILITIES REQUEST APPLICATION

THIS FACILITY REQUEST APPLICATION MUST BE SUBMITTED WITH THE APPLICATION FEE. A SIGNED ORIGINAL IS REQUIRED FOR PROCESSING. PLEASE COMPLETE ALL ITEMS BELOW. INCOMPLETE REQUESTS WILL BE RETURNED WITHOUT CONFIRMATION.

**TODAY'S DATE:** \_\_\_\_\_

#### FACILITY / DATE INFORMATION

**Room (CIRCLE ONE):** MEETING ROOM      MULTIPURPOSE ROOM WITH KITCHEN      MULTIPURPOSE ROOM WITHOUT KITCHEN

DATE: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_

**NOTE: Time must include all time needed for decorating/set up, "main event" and clean up.**

#### ORGANIZATION / COMPANY EVENT INFORMATION

Name of Organization/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_ Non-profit Tax ID#: \_\_\_\_\_

**NOTE: IF CLAIMING NON-PROFIT STATUS, PLEASE ATTACH APPROPRIATE DOCUMENTATION FOR VERIFICATION PURPOSES.**

#### EVENT INFORMATION

Type of Event: \_\_\_\_\_ (ie: Meeting, seminar, banquet, etc.)

Brief description of use and all activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of Responsible Individuals that will be on premises: \_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Number of Tables Needed: \_\_\_\_\_ Chairs: \_\_\_\_\_

Fee/ Admission / Donation Charged: **Yes No** Amount Charged: \_\_\_\_\_ Food Sold: **Yes No** Food Served: **Yes No**

If food is served/sold is it part of a ticket/fee charged **Yes No** Food Catered: **Yes No**

Music to be Played: **Yes No** Amplified: **Yes No** DJ/Band: **Yes No**

Monies raised from event will be used for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONDITIONS OF APPROVAL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**COMMUNITY CENTER USE OF FACILITIES REQUEST APPLICATION**  
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**ALL ITEMS BELOW MUST BE INITIALED PRIOR TO REQUEST BEING CONSIDERED**

I have read the Egg Harbor Township Rules and Regulations for the facility(ies) I have requested, and agree to, and will abide by these rules and regulations before, during and after the event.	initial: _____
I understand that in an emergency or for reasons beyond the control of Egg Harbor Township, Egg Harbor Township reserves the right to cancel any scheduled event prior to scheduled use without liability. A full refund will be granted in the event the reservation is cancelled by Egg Harbor Township.	initial: _____
I understand that any cancellations or changes to this application, once approved, must be done in writing to the Recreation Department, by the person who signed the contract.	initial: _____
I understand that the application fee is non-refundable once the reservation request has been approved and a permit has been issued. I further understand that cancellation requests received at least 45 calendar days prior to the event date will be refunded half of the paid rental fee. For cancellations made less than 45 calendar days of the event, only the Damage/Compliance portion of the rental fees will be refunded.	initial: _____
I understand that I shall be liable for any and all costs for services already performed that are associated with this request, including reasonable attorney/legal fees, if necessary.	initial: _____
I understand that there is a liability insurance requirement for this rental, and must be provided at least 10 calendar days prior to my event date.	initial: _____
I understand that the total rental fee for the Multi-Purpose Room or Conference Room is due and payable at the facility rental meeting.	initial: _____

I certify that the information above is accurate and correct. I have read the rules and regulations pertaining to the use of the Community Center and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract and (3) reimburse Egg Harbor Township for any loss or damage to Egg Harbor Township equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless Egg Harbor Township from any and all liability or claims or damage or injury to person or property of the undersigned due to user's use of said facility(ies), by reason of any act or omission by Egg Harbor Township or any of its officers, agents or employees or the condition of its property.

\_\_\_\_\_  
 Print Name of Responsible Person

\_\_\_\_\_  
 Signature of Responsible Person

\_\_\_\_\_  
 Date

**FOR EHT PERSONNEL USE ONLY**

**Application Fee:** \_\_\_\_\_

**Rental Fee:** \_\_\_\_\_

**Damage/Compliance Fee:** \_\_\_\_\_

**Less Deposit** \_\_\_\_\_

**Est. Balance Due:** \_\_\_\_\_

**Payment Method:**

Cash  Check # \_\_\_\_\_

**Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Payment Amount:** \_\_\_\_\_

**Payment Method:**

Cash  Check # \_\_\_\_\_

**Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Liability Insurance Policy :** \_\_\_\_\_

Date Denied: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Permit #: \_\_\_\_\_



## ROOM SET-UP DIAGRAM

Organization: \_\_\_\_\_ Event Date: \_\_\_\_\_

Scheduled Hours: \_\_\_\_\_ Room Reserved:    Multipurpose Room    Meeting Room

**Attention:** This room set-up is for the staff to understand the event layout and make any helpful suggestions if necessary.

Equipment Needed:

\_\_\_\_\_ 8 foot tables (Limited to the number on hand)

\_\_\_\_\_ Chairs (Limited to the number on hand)



## FACILITY OPENING AND CLOSING CHECK-LIST

Organization: \_\_\_\_\_ Event Date: \_\_\_\_\_

Room Reserved:    Multipurpose Room            Multipurpose Room with Kitchen            Meeting Room

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

### OPENING CHECK-LIST

#### MEETING ROOM

- Staff was on time
- Room was clean and ready for use
- Any concerns or existing damage was reported to the staff person.
- Other:  
\_\_\_\_\_  
\_\_\_\_\_

#### MULTIPURPOSE ROOM

- Staff was on time
- Room was clean and ready for use
- Restrooms and kitchen clean and ready for use
- Any concerns or existing damage was reported to the staff person.
- Other:  
\_\_\_\_\_  
\_\_\_\_\_

### CLOSING CHECK-LIST (Check all that apply; if box is not checked, list reason under comments)

#### MEETING ROOM

- Entire group out at scheduled time
- Garbage and recyclables are removed from building
- All equipment removed
- All containers and/or paper picked up from the floor
- No breakage, graffiti, or damage to premises, furniture or equipment
- No excessive cleaning by township staff required
- Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### MULTIPURPOSE ROOM

- Entire group out at scheduled time
- Sinks, stoves and counters are wiped down
- Garbage and recyclables are removed from building
- Restrooms in an orderly fashion
- All decorations/equipment removed
- All containers and/or paper picked up from the floor
- No breakage, graffiti, or damage to premises, furniture or equipment
- No excessive cleaning by township staff required
- Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Signed form to be returned to Recreation Department after the event is completed**