

## **BOROUGH OF CLEMENTON**

### **POLICY REGULATING USE OF MUNICIPAL FACILITIES**

**SCOPE:** The Borough of Clementon holds and maintains a Community Center Facility for the public good. Municipal facilities are primarily maintained through Clementon Borough property taxes for the use of all residents of the Borough of Clementon.

These policies and procedures were developed to provide uniform access to municipal facilities for residents of the Borough of Clementon, and on a space available basis, to non-resident of the Borough of Clementon.

**GENERAL USE:** Municipal Facilities are available for individual use, provided that such was consistent with the design of the facility, by the general public on a daily basis between the hours of 12:00 Noon and 12:00 Midnight. Use of the Municipal Facilities may be restricted or prohibited by emergency management personnel or Borough Officials as needed. Municipal Facilities may only be reserved for use by individuals, groups or organizations in accordance with this policy and procedure.

**ORGANIZATION AND GROUP USE:** A group includes a family or assembly of two or more people. Not for Profit Organizations (as defined by Section 501(c)(3) of the IRS Code) and said organizations and groups, such as sport teams and leagues, may request use of the Borough Facilities. The use of Borough Facilities by for-profit organizations may be considered.

**PROCEDURE:** Requests for use of municipal facilities must be submitted to the Borough Clerk's Office in writing using the REQUEST FOR USE OF BOROUGH FACILITIES form. The requests will be submitted to the Mayor and Council for approval on a monthly basis. Among the factors the Council will use to determine appropriateness for request are:

Borough's Liability

Availability of Facility

Inconvenience to area residents

Possible destruction or damage that may occur

Event Security and the availability of police force; necessity to call on outside police enforcement

Suspension or disruption of any Borough Special Events

Increased traffic

Potential of unlawful/harmful activities with the Borough from increased volume of outside visitors.

Should the Borough receive multiple requests for the use of the facility on the same date and time, preference will be given to groups or individuals from the Borough of Clementon. Otherwise, requests will be filled on a first come first serve basis.

**FEES:** The Borough of Clementon reserves the right to charge a fee for the use of its facilities to help defray the costs of maintenance and security. The fees for rental of the Community Center Facility shall be set as follows:

4 HOUR RENTAL GROUP/RESIDENT -	\$250.00
4 HOUR RENTAL GROUP/NON-RESIDENT -	\$500.00
4 HOUR RENTAL CLEMENTON BOROUGH NON-PROFIT ORGANIZATION	\$100.00
4 HOUR RENTAL NON-CLEMENTON BASED NON-PROFIT ORGANIZATION	\$200.00

One (1) attendant for up to 75 attendees, and two (2) attendants for 76 or more attendees will be required for each rental if no alcohol will be served at the event. If alcohol will be served, there must be two (2) attendants at all times, regardless of the number in attendance. The Borough of Clementon will supply the mandatory attendants for an additional fee of \$100.00 per attendant for rentals of four (4) hours. An additional attendant fee of \$25.00 per hour, per attendant, will be required for each hour the facility is rented in excess of the four (4) hour rental. The mandatory attendant requirement may be waived during normal operating hours of the Borough of Clementon.

The Facility may be rented for additional hours at the time of application. A fee of \$50.00 per additional hour shall be imposed for RESIDENTS of the Borough. A fee of \$100.00 per additional hour shall apply to NON-RESIDENTS. All fees are utilized to offset the cost of maintaining Borough public facilities.

**SECURITY DEPOSITS:** At the time of application, all renters must post a security deposit. A refundable security deposit of \$250.00 is required for rental of the Community Center Monday through Thursday and is due at time of application. All users of the Community Center Friday through Sunday must post a refundable security deposit in the amount of \$400.00. Security deposits must be posted at the time of rental reservation to hold the date, and full rental payment is due thirty (30) days prior to the event date. The security deposit is non-refundable if cancellation occurs less than thirty (30) days prior to the rental date. Upon inspection of the facility following the event, all securities due back to the renter will be paid within thirty (30) days.

**RETURNED CHECK FEE:** Returned checks will be charged a return check fee of \$20.00.

**DAMAGES:** Any damages incurred during the use of the municipal facilities shall be the responsibility of the person whose signature appears on the request form. The Borough reserves the right to recover the cost to repair any and all damages incurred during an event. The cost of repairs will be deducted from the security deposit. In the event of damage/loss/theft at or from the use of these facilities exceeds the security deposit, the balance will be billed to the user and that bill will be due within thirty (30) days of receipt.

**INSURANCE:** For the protection of the taxpayers of the Borough of Clementon, sponsoring organizations and groups are required to carry event insurance of no less than \$1,000,000.00. Information is included within the application packet regarding the TULIP Policy, (Tenant Users Liability Insurance Policy). For organizations already covered by a liability policy, a certificate of insurance must be provided with the Borough of Clementon named as an additional insured.

**SECURITY AND POLICE:** In reviewing the Request to use Borough Facilities, the Borough Council may determine that Police Officers are required to support the planned even or activity. Police Officers may also be requested by the organization or individual. Only Police Officers from the Borough of Clementon may be utilized to control or direct traffic. If it is determined that police are required, the Requestor is responsible for scheduling police and pre-paying for their services at the Borough's contractor rate.

**INFORMATION TO BE SUBMITTED:** All requests for use of municipal facilities shall be made using the REQUEST TO USE BOROUGH FACILITIES form and submitted to the Borough Clerk's Office with all fields completed.

**BOROUGH OF CLEMENTON**  
**POLICY REGULATING USE OF MUNICIPAL FACILITIES**  
**RULES AND REGULATIONS**

General Rules Applicable to Facility:

The following rules govern the use of municipal facilities. The Borough of Clementon will prosecute anyone that damages municipal facilities to the fullest extent of the law.

Smoking is prohibited inside ALL Buildings.

The Requestor is responsible for restoring municipal facilities to the same condition they were in prior to the commencement of the event. This includes removal of trash, signs or debris. The requestor is also responsible for reimbursing the Borough of Clementon for any clean up or for the replacement or repair of any public facilities damaged directly or indirectly as a result of an event.

Any property damage or personal injury that occurs during regular business hours (Monday through Friday 8AM to 4PM) shall be reported as soon as possible to the Borough Hall. Any damage or injury that occurs after hours should be immediately reported to the Clementon Police Department.

A User Report Form shall be completed by the REQUESTOR and filed with the Borough Clerk's Office b the first business day following the use of the facility documenting the results of the event and reporting any damage to municipal facilities or incidents.

Emergencies shall be reported immediately using 9-1-1.

All trash cans must be emptied and securely tied trash bags placed outside of the facility.

All kitchen equipment must be cleaned and returned to the proper location. No supplies shall be removed from the premises.

No glass beer bottles shall be allowed in the facility.

No decorations shall be attached or fixed to the walls and ceilings of the facility.

### **MEL TULIP PROGRAM**

Tenant Users must purchase coverage DIRECTLY from the OneBeacon Entertainment (OBE) TULIP website using their own credit cards. OBE will handle the reporting for the MEL.

Tenant Users may obtain a quote from OneBeacon Entertainment without obligation to purchase by doing the following:

1. Visit the TULIP website at <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
2. Enter the facility location code for the appropriate member town (NOTE: the facility location code will be entered on the TULIP website in the field that reads “Venue ID Code”. (Facility Location Code = 4990-105).
3. Complete Steps 1, 2 and 3 to obtain a quote.
4. If you are ready to purchase coverage, please complete the application and pay with a credit card.
5. If further assistance is required, please call the TULIP help desk at 800-507-8414 Monday through Friday between 8:30 A.M. and 8:00 P.M. Eastern time.

**BOROUGH OF CLEMENTON**  
**POLICY REGULATING USE OF CLEMENTON BOROUGH**  
**COMMUNITY CENTER FACILITY**  
**REQUEST FOR USE OF BOROUGH COMMUNITY CENTER FACILITY**

ACCESS TO BUILDING ON DAY OF EVENT (TIME) \_\_\_\_\_

Name of Organization/Individual Requesting Use:

\_\_\_\_\_

Address:

\_\_\_\_\_

Date of Event:

\_\_\_\_\_

Type of Event (Please describe)

\_\_\_\_\_

Contact Number (Person in charge)

\_\_\_\_\_

Primary Contact Name and Phone if different than above:

\_\_\_\_\_

Estimated Attendance:

\_\_\_\_\_

Start/End Time of Event:

\_\_\_\_\_

Based Upon Estimated Attendance, how many attendants will be required:

(1 Attendant Per 75 Attendees) \_\_\_\_\_

Are you applying for additional hours of rental?

( ) Yes ( ) No If yes, how many? \_\_\_\_\_

Will alcohol be served at event? ( ) Yes ( ) No

Please attach a list of any vendors that will be in attendance. Include name, address, phone number and type of business

Deposit Attendants: \_\_\_\_\_ Rental: \_\_\_\_\_

**BOROUGH OF CLEMENTON**  
**POLICY REGULATING USE OF MUNICIPAL FACILITIES**  
**AGREEMENT TO THE POLICIES AND PROCEDURES OF THE BOROUGH OF**  
**CLEMENTON**

I, \_\_\_\_\_, certify that I am authorized to submit this request for use of the Borough Facilities and that I/my organization has received the “Policy Regulating the Use of Municipal Facilities” and agree to all of the terms contained within. Any violation of these policies and procedures will void the individual or organization’s privileges to use the facilities in the future.

A copy of this document shall be given to each person or organization requesting the use of Clementon Municipal Facilities.

Witnessed by:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

BOROUGH OF CLEMENTON

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Organization/Group