



POLICY REGULATING USE OF CLEMENTON BOROUGH MUNICIPAL FACILITIES

Clementon Borough
101 Gibbsboro Road
Clementon, NJ 08021
(856)783-0284 Ext 124

The Community Center is located at
165 Gibbsboro Road, Clementon, New Jersey 08021

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-residents of the Borough of Clementon.

GENERAL USE: Municipal Facilities are available for individual use, provided that such use is consistent with the design of the facility, by the general public on a daily basis between the hours of 12:00 Noon and 11:00PM. 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 an assembly of two or more people.

Not for profit organizations (as defined by section 501(c)(3) of the IRS code) and social organizations and groups, such as sports 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 within 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- \$500.00

4 Hour Rental Group/Nonresident- \$750.00

4 Hour Rental Clementon Borough Non-Profit Organization- \$200.00

4 Hour Rental Non-Clementon based Non-Profit Organization-\$250.00

The Borough of Clementon will require two Borough Attendants for all events, and supply the mandatory attendants for an additional fee of \$150.00 per attendant for rentals of four (4) hours. An additional attendant fee of \$50.00 per hour, per attendant, will be required for each hour the facility is rented in excess of the 4 hour rental.

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

Residents shall be limited to two rentals per property address, per calendar year at the reduced "Resident Rate". The 4- hour resident rental rate shall increase to \$2,000.00 for the third rental, and all successive rentals in the same calendar year.

SECURITY DEPOSITS: At the time of application, all renters must post a security deposit. A refundable security deposit of \$750.00 is required for rental of the Community Center and is due at time of application. 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 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 30 days.

If the facility renter, or any party affiliated with the rental, remain inside the facility for any reason for more than 30 minutes following the scheduled end time for the rental, (cleaning or removing equipment), additional rental hours and attendant fees will be withheld from the security deposit at the designated rates.

RETURNED CHECK FEE: Returned Checks will be charged a return check fee of \$40.00.

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 this application packet regarding the MEL GATHER GUARD PROGRAM. 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 event 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
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(856) 783-0284*

**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 the 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 privilege to use the facility.

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

Witnessed by:

Name/Title

BOROUGH OF CLEMENTON

Signature

Name

Address

City/State/Zip

Phone

Organization/Group (Requestor)



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MEL GATHER GUARD PROGRAM (LIABILITY INSURANCE)

If your group or organization has a liability insurance policy, you are required to provide the Borough with a Certificate of Insurance with "The Borough of Clementon" listed as an addition insured.

If you do not have liability insurance, the Borough has registered with Gatherguard.com to provide a simple alternative method of obtaining insurance. Please follow the instructions outlined below:

<https://gatherguard.com>

Click on "Get a Quote" on the left side of the website.

Select the type of event being insured and complete the three additional questions.

You may search for venue w/ the following two options:

- Search by Venue: "Clementon Fire Rescue"
- Search by Venue Code: "4990-032"

Complete your policy purchase.

The certificate of insurance will be sent to both the user (facility renter) and the Borough of Clementon.

If you require additional assistance, please contact gatherguard help desk directly at (877)-624-7775.



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HALL RENTAL FEE SCHEDULE

Resident (4 Hour Rental)-	\$500.00
Non-Resident (4 Hour Rental)-	\$750.00

Clementon Based Non-Profit-	\$200.00
All Other Non-Profit Organizations-	\$250.00

*Resident Rates are applicable for two rentals annually per property address. For the third "Resident Rental" forward, the fee will increase to \$2,000 per rental.

Additional hours may be rented at the cost of \$100.00 per additional hour.

All Rentals require a \$750.00 refundable security deposit, to be paid to secure date.

ATTENDANTS

All rentals require 2 attendants. An Attendant fee of \$150 per attendant, for each 4 hour rental will be assessed at the time of reservation. An attendant fee of \$50 per attendant will be charged for any hours rented in additional to the initial 4 hour rental.

***ALL PAYMENTS MUST BE RECEIVED IN FULL 30 DAYS PRIOR TO SCHEDULED EVENT.**

***SECURITY DEPOSIT WILL BE FORFEITED FOR CANCELLATIONS WITHIN 30 DAYS OF EVENT.**

All rentals require liability insurance. Website and instructions included within application.

**BOROUGH OF CLEMENTON
POLICY REGULATING USE OF MUNICIPAL FACILITIES
REQUEST FOR USE OF BOROUGH FACILITIES**

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 Attendance 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 Venders That Will Be In Attendance. Include Name, Address, Phone Number And Type Of Business.

Deposit: _____

Rental: _____

Attendants: _____

Total: _____



POLICY ACKNOWLEDGEMENT FORM FOR REFUND OF SECURITY DEPOSIT AND/OR RENTAL CANCELLATIONS

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Upon inspection of the facility following the event, all securities due back to the renter will be paid within 30 days.

ALL SECURITIES AND/OR REFUNDS FOR CANCELLED RENTALS WILL BE ISSUED IN THE FORM OF A CHECK ISSUED TO THE INDIVIDUAL/ORGANIZATION NAMED ON THE RENTAL APPLICATION.

VALID STATE, FEDERAL OR COUNTY ISSUED IDENTIFICATION WILL BE REQUIRED AT THE TIME OF THE RENTAL, AND AT THE TIME OF COLLECTION OF ANY REFUND CHECK. REFUNDS WILL NOT BE RELEASED TO ANYONE OTHER THAN THE RENTER NAMED ON THE APPLICATION.

I, _____, confirm that I have read and understand the above stated policy for refunds of any payments and/or security deposits posted with the Borough of Clementon, and agree to the procedures set forth.

Printed Name: _____

Signature: _____

Date: _____

Witness: _____



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BOROUGH OF CLEMENTON
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REQUEST FOR USE OF BOROUGH FACILITIES

APPLICATION REVIEW
(BOROUGH USE ONLY)

USE FEE RECEIVED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	AMOUNT: _____
INSURANCE CERTIFICATE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
POLICE REQUIRED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
ATTENDANT REQUIRED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
# OF ATTENDANTS REQUIRED	_____		AMOUNT: _____
SECURITY DEPOSIT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	AMOUNT: _____
VENDOR LIST	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
COUNCIL APPROVAL	<input type="checkbox"/> YES	<input type="checkbox"/> NO	DATE: _____

SPECIAL CONDITIONS:
