

Borough of Matawan
201 Broad Street, Matawan New Jersey 07747
(732) 566-3898
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www.matawanborough.com



Matawan Municipal Community Center
Use Application

Borough of Matawan

201 Broad Street
Matawan New Jersey 07747



Daria Dieterle, Recreation Director
recreation@matawanborough.com / 732-566-3898, x130

When completing forms for facility usage or park usage, etc., please complete ALL forms completely and accurately.

All certificates of insurance **MUST** list the Borough of Matawan, 201 Broad Street, Matawan, NJ 07747 as the certificate holder in **Box 1**.

All certificates must contain the following language: "The applicant will be deemed to agree to indemnify and hold the Borough of Matawan, it's officers and employees, harmless from any liability, expense, or costs of suit, including reasonable attorney's fees" in **Box 2**.

If you have any questions, please contact the recreation department. Incomplete or inaccurate forms cannot be processed.

CHAPTER X USE OF MUNICIPAL BUILDINGS

10-1 FEES ESTABLISHED FOR USE OF MUNICIPAL BUILDINGS.

10-1.1 Fees for Use of Matawan Municipal Building.

This chapter establishes the procedure for use of the **Municipal Building/Community Center** and sets the rules, regulations and schedule of fees for same.

MATAWAN MUNICIPAL COMMUNITY CENTER - FEE SCHEDULE

Schedule A-1 Room Rental Charges

<i>Name of Room</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>
Weekdays			
Classroom	No fee	\$20.00 per hour	\$40.00 per hour
Cafeteria	No fee	\$42.00 per hour	\$84.00 per hour
Gym	No fee	\$42.00 per hour	\$84.00 per hour

(Ord. No. 12-03)

10-1.2 Custodial Set-Up Surcharges.

If custodial set up is needed, there will be an additional surcharge. The surcharge will be based on the number of tables and chairs needed and will have a minimum charge of the cost of that specific room. There are no surcharges for Priority 1 users.

Surcharge Fees:

Set Up: \$50.00 minimum
Auditorium type set up 30 chairs or more additional \$10.00
Tables with Chairs – more than 5 additional \$2.50 each

The above fees are based on the time it would take a reasonable employee to do the set up and break down using the \$50.00 minimum for up to 29 chairs or less than 5 tables with chairs.

(Ord. No. 12-03)

10-1.3 Cleaning Deposits.

Cleaning deposits are partially refundable deposits required on all Priority 2 and Priority 3 rentals and are payable with the application. The refund will be made by the Finance Department following receipt of favorable determination from the Department of Public Works (DPW) that the room(s) was found to be in good order. A designated representative of the DPW will determine if the facilities were left in good order and if the cleaning deposit may be returned; the applicant will be so notified. Ten (10%) of this deposit is not refundable; it is considered the cost of purchasing and maintaining equipment and supplies of the Buildings & Grounds Department to facilitate use of Building rooms.

Schedule A-2 Partially Refundable Cleaning Fee.

<u>Name of Room</u>	<u>Priority 1</u>	<u>Priority 2</u>	<u>Priority 3</u>
Weekdays			
Cafeteria	No fee	\$75.00 per day	\$150.00 per day
Classroom	No fee	\$50.00 per day	\$100.00 per day
Gym	No fee	\$75.00 per day	\$150.00 per day

10-2 MATAWAN MUNICIPAL COMMUNITY CENTER - BUILDING USE POLICY AND PROCEDURES.

10-2.1 Philosophy.

The Borough of **Matawan**, through the rules, regulations, and ordinances adopted by the Borough Council, states its intention to make available and permit the use of the **Matawan Municipal Community Center** (MMCC) on a fee use basis, for activities of an educational, cultural, civic, social, recreational, and governmental nature. Such activities shall be sponsored by responsible persons, organizations, agencies or institutions that meet the requirements set herein or by the Recreation Commission.

Use of the MMCC will be granted in so far as the activities do not infringe upon or interfere with conducting the business of the Borough of **Matawan**, its Boards or Commissions.

Approved applicants will be bound by the rules, regulations, and fees governing the use of the MMCC.

- a. Application and payment is to be submitted to the Recreation Director;
- b. Upon review by the following Departments the Recreation Director will notify the applicant of approval or denial:
 1. DPW- Buildings & Grounds
 2. Construction Official
 3. Fire Official
 4. Borough Clerk
 5. Police Department – For Information Only

A list of all room schedules will be available through the Buildings & Grounds Department. (Ord. No. 12-03)

10-2.2 Insurance.

The Borough shall, in all instances, require a certificate of insurance. The limits of the policy shall be one hundred thousand (\$100,000.00) dollars each person, one hundred thousand (\$100,000.00) dollars each accident for bodily injury, and one hundred thousand (\$100,000.00) dollars for property damage liability, and an excess liability of one million (\$1,000,000.00) dollars which is equal to the Borough's coverage. The Borough of **Matawan** shall be named as an "additional insured" on all certificates of insurance. All insurance certificates are to be submitted ten

(10) days prior to the event to the Borough Clerk's Office. All certificates must contain the following language: "The applicant will be deemed to agree to indemnify and hold the Borough of **Matawan** and its officers and employees harmless from any liability, expense or costs of suit, including reasonable attorney's fees."

Applicants do not require insurance form if they are insured under the policies of the Borough of **Matawan**.

Due to insufficient insurance the MMCC will not be rented to individuals for personal events. Example: Baby shower, etc.
(Ord. No. 12-03)

10-2.3 Priorities Governing the Use of the MMCC.

a. *First Priority:* All activities that are pertinent to the efficient and safe conduct of business for all Governing Bodies in the Borough of **Matawan**. Examples: Borough Council, Court, JCC, Recreation Department, all boards, agencies, and commissions. All **Matawan** Borough groups and activities that impact on the well-being and safety of the citizens of **Matawan**; Examples: Fire and Police Departments, First Aid Squad, **Matawan** Boy Scouts and **Matawan** Girl Scouts.

b. *Second Priority:* All licensed nonprofit groups and organizations; Examples: Rotary, Chamber of Commerce, Masons, Elks, Non-**Matawan** Boy or Girl Scouts, Churches/Temples, YMCA or YWCA, **Matawan** Women's or Jr. Women's Club, **Matawan** Historical Society and all **Matawan**/Aberdeen sporting activities other than those directly administered and/or run by the **Matawan** Recreation Department, any **Matawan** Resident.

c. *Third Priority:* All profit making groups or nonprofit making groups sponsoring a fund raising activity, organizations and any non-**Matawan** sporting group and any nonresident of **Matawan**.
(Ord. No. 12-03)

10-2.4 Use of the MMCC Facilities.

Organizations or individuals desiring to use the MMCC will first check the availability of the facilities for the date required by calling the Recreation Director at 732-566-3898 Ext. 130 and leaving a message with date, time, and specific facilities requested. The Recreation Director will advise the applicant if the facility is available and provide the form. The application must be completed and returned to the Recreation Director. (The application may be found at the end of this section as Schedule A-3)

If alcoholic beverages will be served, an alcoholic beverage permit must be obtained from the Alcoholic Beverage Commission. The forms are available from the office of the Borough Clerk.

Please allow at least three (3) weeks for processing. All fees in connection with the permit are the responsibility of the applicant.

A sketch shall be submitted by the applicant showing the room/area. Arrangement of tables, chairs, displays must also be attached for the Fire Official and the Construction Official who may deem it necessary that additional fire protection is required. It will be the applicant's financial responsibility to provide such protection for the event.

When a completed application is received, it will be reviewed by the Recreation Director and Borough of **Matawan** personnel as required. Upon completion of this review, the applicant will be notified in writing of its approval or rejection. Applicable restrictions will be noted.

Payment in full, including any cleaning deposit, must be made upon notification that the building/room use is approved.

Once approved all events will be added to the calendar maintained by DPW – Building & Grounds.

Application must be made at least one (1) month prior to the date of the proposed use. (NOTE: The Recreation Commission or designee can waive this requirement).

It shall be noted that at all times a person designated by the DPW – Building & Grounds will be present to enforce the Borough of **Matawan** Code. Applicants will heed the requests of the designated person for the enforcement of regulations.

The applicant shall be responsible to the Borough of **Matawan** for all property damage to the MMCC that exceeds the deposit.

All applications are responsible for the clean-up of all approved rental areas. A cleaning deposit is required, as noted in subsection 10-1.3. (No cleaning deposit is required for Priority 1 groups.) Failure to comply with the rules and regulations of the MMCC will result in the denial of the MMCC for future occasions.

Hours of operation: Rental hours are from 8:30 a.m. to 8:00 p.m. Monday through Thursday.

Refreshments: No alcoholic beverages shall be brought into, sold, or consumed in or on the grounds of the MMCC without prior special permission of the **Matawan** Borough Council, the Police Department, the Borough of **Matawan**'s legal representative and the proper permits from the Alcoholic Beverage Control Commission. Refreshments may be served only in the area designated on the application. Refreshments not consumed must be removed from the premises. Sales of all refreshments shall be subject to any prior leases or agreements entered into by the Borough of **Matawan**.

Smoking: The MMCC is a non-smoking building.
(Ord. No. 12-03)

10-2.5 Types of Activities Which Are Not Allowed.

Activities which are discriminating, as defined by the local, County, State, or Federal mandates.

Uses which are contrary to the laws of the United States or any political subdivision thereof.

Uses where, in the opinion of the Recreation Commission, insufficient provisions are made for supervision, fire, and Police protection to uphold rules and regulations, law and order, etc.

Uses exceeding the seating/holding capacity of the room or facility.

Uses where the applicant does not assume full responsibility for the preservation of order and liability for any damage for or loss of Borough property, and for personal injury and strict observation of all regulations of the MMCC.

The **Matawan** Borough Council or Recreation Commission reserves the right, without prejudice, to prohibit use of the MMCC by any person or group.
(Ord. No. 12-03)

10-2.6 Rules Governing Youth Activities.

The MMCC will abide by the same policy procedures used by the **Matawan** Recreation Commission in governing youth activities.

There must be adequate adult supervision of activities that involve persons under eighteen (18) years of age.

Supervision by adults extends to the entire building and building grounds. Children are not permitted outside the approved leased/rented area on the application. Control must be exercised at pre-assembly and dismissal periods. All entrances and exits shall be controlled. Equipment usage shall be limited to authorized issue.

All athletic activities are responsible to provide their own first aid and ice packs.
(Ord. No. 12-03)

10-2.7 Use of Equipment.

All furniture or equipment that is used must be cleaned and properly maintained. All furniture in the area must be returned to its proper place. All garbage must be bagged and placed in designated receptacles as directed by the building custodian. Firearms, volatile explosive, or flammable materials are not permitted without Police and Fire Official approval. All MMCC equipment that is needed by an individual or group as part of their rental must be listed on the application form. If any equipment is damaged during a rental period, it is the responsibility of the renter to pay for repair or replacement of the equipment. (Ord. No. 12-03)

10-2.8 Holidays and Official Closings.

One-half day New Year's Eve	Columbus Day
New Year's Day	Election Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Good Friday	The day after Thanksgiving Day
Memorial Day	Half-day Christmas Eve
Fourth of July	Christmas Day
Labor Day	

Closing may also occur due to inclement weather and certain Borough activities.

NOTE: Any request for building use on a day that the building is closed (Friday, Saturday, Sunday) should be made in writing to the Recreation Director. Any Priority 2 or 3 organizations may be charged a minimum of two (2) times the standard weekday room charge. Other charges may apply.

If the Borough Council should change the schedule regarding days the MMCC shall be open the availability for room use will be so altered.
(Ord. No. 12-03)

BOROUGH OF MATAWAN
201 Broad Street
Matawan, N.J. 07747

APPLICATION FOR USE OF MUNICIPAL COMMUNITY COMPLEX

Date application submitted: _____

Name of Organizations: _____

Name of Person completing application _____

Position held in Organization _____

Date(s) requested _____

Time(s) requested _____

Room Requested: _____

Type of Activity: _____

If multiple day use is requested is there equipment or supplies that will require storage? Yes / No
If yes, what type? _____

Setup Requested (see 'Setup charges'): _____

** If tables and chairs are requested, please provide rendering on separate sheet- (see 'Setup Charges'):*

Will refreshments be served and/or sold? ____ Alcoholic Beverages? ____ *If alcoholic beverages are going to be available, please attach a copy of the Alcoholic Beverage Permit on separate sheet.*

Approx. # of persons attending? _____

Persons responsible and assisting in event:

<u>Name</u>	<u>Address</u>	<u>Home /Mobile #'s</u>	<u>Email address</u>
_____	_____	_____	_____
_____	_____	_____	_____

AFFIRMATION: The organization agrees to comply with the policies and regulations of the Borough of Matawan for the use of the building or grounds of the Matawan Municipal Complex and to be responsible for any damage thereto:

Print Name: _____ Title: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY (initial and date):

Recreation director: _____ DPW-Buildings & Grounds: _____

Construction Department: _____ Fire Official: _____

Police Department: _____ Borough Clerk: _____

Fees:
\$ _____ Cleaning deposit (90% refundable): \$ _____ Date paid: _____

(if refund recommended & approved – DPW Buildings & Ground Supervisor): _____ Date voucher sent: _____



BOROUGH OF MATAWAN
MONMOUTH COUNTY, NEW JERSEY

HOLD HARMLESS AGREEMENT

BETWEEN THE _____

AND

Organization Name

Address (Not Post Office Box)

Telephone Number

Organization Type (Individual, Partnership, Non-profit Corporation, Corporation, Public Entity)

In consideration of the use of _____, on the
Following dates: _____ for the
Purpose of _____ the undersigned agrees to
indemnify and hold the Borough of Matawan and its officers, agents and employees
harmless from any and all liability, claims, cost and Attorney's fees arising out of the use
of the property referred to above.



BOROUGH OF MATAWAN
MONMOUTH COUNTY, NEW JERSEY

Hold Harmless
Borough of Matawan – 2

I understand that this Hold Harmless also requires that the Borough of Matawan is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing by the Governing Body of the Borough of Matawan. I agree to furnish a Certificate of Insurance specially naming the Borough of Matawan as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability no less than \$1,000,000.00 (one million dollars). In order to induce the _____ to accept this Hold Harmless agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of persons anticipated is _____.
- c. Live entertainment (will) or (will not) be provided.
- d. Other _____.

Signed this _____ day of _____ 20 _____

as the binding act in deed of _____
Name of Organization

Authorized Signature

Witness