

RENTAL PROCEDURES

RENTAL DATE	NAME / ADDRESS
PURPOSE	PHONE NO.

The following policies and procedures pertain to the rental of the Community Center.

- A \$200.00 deposit check (Spring Lake Heights Residents) or \$300.00 (Non-Residents) is required at the time of booking. This deposit check is to be dated with the date of the event and it will be returned upon favorable inspection of the premises, following the rental date.
- The actual rental fee of \$200.00 (Spring Lake Heights Residents) or \$300.00 (Non-Residents) must be paid by cash or check two weeks prior to the rental date
- All renters must complete and sign a copy of a Hold Harmless Agreement and provide a Certificate of Insurance specifically naming the Borough of Spring Lake Heights as an additional insured for the date of the rental. The Certificate of Insurance must verify the minimum liability limits outlined in the Hold Harmless Agreement. If an individual homeowner is unable to obtain a Certificate of Insurance, the borough may accept an alternative proof of insurance issued by the insurance provider, which also verifies the minimum liability limits required in the Hold Harmless Agreement.
- All paperwork must be complete and the rental fee (\$200.00 Spring Lake Heights Residents or \$300.00 Non-Residents) must be paid two weeks prior to the rental date, which is no later than _____. Otherwise, the rental date will be considered void and the date may be rented to another party.
- If you cancel your booking for any reason, you must notify the Borough Office at least two weeks prior to the date of the rental; otherwise your deposit will be forfeited.

Signature of Applicant

Date

Signature of Borough Representative

Date Deposit Paid Cash/Check#

RULES AND REGULATIONS FOR USE OF THE CORNELIUS V. KELLY COMMUNITY CENTER

The following policies and procedures pertain to the rental of the Community Center.

- The \$200.00 deposit check (Spring Lake Heights residents) or \$300 (Non-Residents) against damage is refundable upon a favorable inspection by a Borough employee after the rental.
- You will be responsible for leaving the building according to the clean-up checklist provided.
- Upon paying the rental fee and completing the rental paperwork, a permit card will be issued to you giving you authorization to pick up a key for the facility. If your rental falls on a Saturday or Sunday, you must pick up the key from the Municipal Office on the Friday before your rental date between the hours of 9:00 a.m. and 4:30 p.m. If Friday is a Borough holiday, you may pick up the key on Thursday.
- Doors of the Community Center must be locked including the accessible door at the rear of the building. All lights are to be turned off, trash and recycling taken out, and tables and chairs restacked.
- The key returned to the drop box located next to the police window inside the Spring Lake Heights Police Department immediately upon vacating the premises. (Enter from rear of Municipal Building)
- Your permit expires at 11:00 p.m. All guests are to be out of the building by 11:00 p.m. Quiet clean up should be accomplished as soon as possible and the key returned no later than 11:30 p.m.
- There is no guarantee of any appliances, utensils or like services.
- See Fire Code Regulations for rules and maximum occupancy.
- Use of the Cornelius V. Kelly Community Center is subject to all ordinances and laws of the Borough of Spring Lake Heights and the State of New Jersey, including the Borough's Anti-noise ordinance.
- The Fire Marshall and Police Department shall have the right to inspect the premises when a party is in progress to ensure that no violations have occurred.

HOLD HARMLESS AGREEMENT

Between the Borough of Spring Lake Heights and

(Individual or Organization Name)

(Address, not post office box)

(Telephone Number)

Organization Type (please circle one)

Individual

Non-Profit

Profit Making Organization

In consideration for use of the municipally owned facility; Cornelius V. Kelly Community Center on the following date: _____ for the purpose of _____.

The undersigned agrees to indemnify, defend and hold the Borough of Spring Lake Heights and its officers, agents, members, servants, employees and assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages judgments, expenses, costs and attorney’s fees arising out of the use of the property referred to above. I understand that this hold harmless agreement also requires that the Borough of Spring Lake Heights is indemnified from any and all liability, claims, demands, damages, judgments, expenses and costs of any kind 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 Borough of Spring Lake Heights.

_____ agrees to furnish a Certificate of Insurance naming the Borough of Spring Lake Heights as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than:

General Liability

Products Completed Ops	\$1,000,000
Personal/Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$50,000

Property

Third Party Property Damage	\$1,000,000
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The following information concerning the intended use of the premises is furnished:

- a) Total number of persons anticipated is _____
- b) (Will) or (Will not) be Live Entertainment
- c) Other _____

Signed this _____ day of _____, _____ as the binding act in deed of

(Name of Organization or Party)

(Authorized Signature)

(Witness)

FIRE CODE REGULATIONS

When using the Cornelius V. Kelly Community Center, you are required to conform to the Fire Code Regulations as established by the State of New Jersey, Bureau of Fire Safety. The Fire Official of the Borough of Spring Lake Heights shall have the right to inspect the premises when parties are in progress to ensure that no violations have occurred.

- No open flames may be used (no candles).
- No smoke machines may be used.
- All exit signs must remain clear & visible.
- All exits must be free of obstructions. (Tables, Chairs, etc.)
- Electric and fire alarm panels must not be covered with any type of decorations.
- Decorations used must be flame retardant and non-combustible. Nothing may be hung or attached to the overhead fans or ceiling tiles. You cannot use tape, tacks, push pins or staples on painted walls.
- **In the event the fire alarm sounds you are required to vacate the building immediately, you cannot re-enter the building until it is inspected by fire officials and deemed safe.**
- Violations of state fire codes are subject to fines up to \$5,000.00.

Community Center Occupancy Limits	
Type of space use	Permitted Occupancy
Standing only: No Tables, No Chairs, 4’ clearance at all exits and 4’ aisle down center and across exit way. For each table deduct 7 persons.	200
Chairs only: No tables. 4’ clearance at all exits and 4’ aisle down center and across exit way. For each table deduct 7 persons.	148
Tables and chairs: 4’ clearance at all exits and 4’ aisle down center and across exit way.	70

I understand the maximum occupancy for my affair at the Cornelius V. Kelly Community Center will be _____ persons.

Signature of Applicant

Date

Tenant Users Liability Insurance Policy (TULIP) Program

Renters of the Community Center (tenant users) must purchase coverage directly from the GatherGuard TULP Website using their own credit cards.

1. Visit the TULIP website at <https://app.gatherguard.com/>

The screenshot shows the GatherGuard website interface. At the top, there are logos for 'intact entertainment' and 'GatherGuard', along with a contact number: 'For assistance, please call (844) 747-6240'. A navigation bar contains a welcome message and a progress indicator with four steps: 1. Event Type, 2. Event Information, 3. Insured Information, and 4. Policy Documents. The main heading is 'What best describes your event?' with a sub-instruction: 'Please select the event category you wish to insure. Choose the one that best represents the primary activity.' Below this, there is a section for 'Most popular event types' with nine options: Wedding, Birthday party, Meeting (indoors), Festival and cultural event (outdoors), Charity benefit, Baby shower, Church service or meeting, Social reception (indoors), and Quinceañera. Underneath, there is a section for 'Other event types' with a 'Required' dropdown menu currently set to 'Select from the list'.

2. The code for the Spring Lake Heights Cornelius V. Kelly Community Center, 902 Ocean Road, Spring Lake, NJ, 07762, US is **4990-007**

The cost of the premium would be approximately \$100.60 dollars. This coverage would automatically name the Borough as an Additional Insured, produce a Certificate of Insurance for the Borough, and include the following limits of Insurance

General Liability

Products Competed Ops	\$1,000,000
Personal/Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$50,000

Property

Third Party Property Damage	\$1,000,000
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CLEAN-UP CHECKLIST

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED ALONG WITH THE KEY TO THE DROP BOX IN ORDER FOR YOUR DEPOSIT TO BE RETURNED TO YOU.

ONCE THE COMMUNITY CENTER HAS BEEN INSPECTED, OUR OFFICE WILL BE NOTIFIED WHETHER OR NOT YOUR DEPOSIT IS REFUNDABLE.

- All food has been removed from the refrigerator and oven & oven has been turned off
- Counter tops in kitchen have been wiped down
- All garbage inside and outside grounds has been picked up, removed and placed out back
- All recyclables have been placed out back
- New plastic garbage bags have been placed in cans
- All floors have been swept and spills mopped up
- Bathroom garbage has been removed and floors swept
- All tabletops have been wiped down
- All tables and chairs have been re-stacked
- All lights turned off
- Doors have been locked (including accessible door at building rear)
- Return key to the drop box located next to the police window inside the Spring Lake Heights Police

Department immediately upon vacating the premises. (Enter from rear of Municipal Building)

Signature

Date

In case of emergency, please call 9-1-1. If assistance is needed with the facility, please call the non-emergency Police phone number at 732-449-6161 to dispatch the appropriate assistance.