

WASHINGTON TOWNSHIP RECREATION COMMITTEE

211 State Route 31 North

Washington, NJ 07882

REQUEST FOR USE OF PARKS & RECREATION BUILDING

All persons or organizations wishing to reserve the recreation building must furnish applicable information. A letter will be sent indicating approval or disapproval.

Name of Organization or Group: _____

Person Responsible: _____

Address of Organization or Group: _____

Phone Number: _____

Email Address: _____

Date(s) Required: _____

Time of Day: _____

Purpose for Use: _____

Attendance Expected: _____

(*Not to exceed 80 people w/ tables & chairs.)

The Washington Township Recreation Committee reserves the right to close the Parks & Recreation Building if conditions warrant this action

NO REFUNDS

Fees are usually assessed for reserving the Parks & Recreation Building. See schedule of fees below:

(Security Deposit of \$75.00 due at contract signing)

RECREATION BUILDING – DAILY FEE	Time	Group Size	Township Residents	Non-Twp	Commercial (For Profit)
Monday-Thursday	4 hours	Up to 40	\$50.00	\$75.00	\$100.00
	4 hours	Over 40	\$75.00	\$100.00	\$150.00
Friday-Sunday & Holidays	4 hours	Up to 40	\$100.00	\$150.00	\$250.00
	4 hours	Over 40	\$125.00	\$175.00	\$300.00

Non Profit Groups*

Monday-Thursday	4 hours	Up to 40	\$50.00
	4 hours	Over 40	\$100.00
Friday-Sunday & Holidays	4 hours	Up to 40	\$100.00
	4 hours	Over 40	\$150.00

Payments

- A. Reservations cannot be held until the full \$75.00 deposit is provided to the Washington Township Recreation Coordinator. Checks shall be made payable to the Township of Washington. The check will be held by the Recreation Coordinator and shall be applied toward the repair and/or replacement of any property damaged, lost, or destroyed during the event. The deposit shall not be credited toward the use of the facilities. If there is no damage, loss, or destruction of property sustained during the use of the facilities, the deposit check will be returned.

- B. Payment in full of all use fees is due prior to the commencement of the event. Access to the facility will not be granted unless such payment in full is made.

User Agrees to Abide by the Following Rules for Use:

1. Decorations / Set-Up

- A. Nails, tape, and other fasteners may not be used to attach decorations, signs, or other items to the walls, windows, floors, or other permanent parts of the structure. Decorations must be free standing.

- B. User is responsible for the set-up of tables, chairs, etc. Tables, chairs, etc. should be returned to their original location at the end of the event.

2. Sink Area/Food/Beverages

- A. Caterers and others using the sink and counter areas should leave it cleaned and free of garbage. Leftover food must be removed from all countertops and removed from the premises and disposed of.
All spills must be cleaned up.

- B. All litter and garbage should be placed in the containers provided and bags placed in the dumpster outside of the building at the completion of the event.

Caterer _____ Contact Person _____ Phone() _____

- 3. User agrees to pay the Washington Township Recreation Committee on demand the cost of making any repairs to the facility resulting from this use. Liability for damage is **NOT** limited to the amount of the security deposit.

- 4. All User property must be removed from the facility immediately following the close of the event. Failure to do so will result in rental charge for the following day.

- 5. **Absolutely NO smoking is allowed inside the facility. Smoking is allowed outside in the proximity of the cigarette ash containers. Failure to comply will result in forfeiture of deposit and may result in additional penalties, including but not limited to, authority to retake possession of the premises.**

6. Activity is restricted to that area for which permission has been granted. No persons are permitted to enter any unauthorized area of the building. No persons are permitted to enter the lower level bay area where municipal vehicles are stored. Failure to comply will result in forfeiture of deposit.
7. Lights must be turned off and doors closed to lock upon completion of the event.
8. Window air conditioners, if used, must be turned off prior to leaving the event.
9. No alcoholic beverages.
10. No solicitations without approval of the Township Committee.
11. No raffles may be held without a license. (see Township Clerk)
12. No animals are allowed, unless they are service dogs.
13. The premises must be vacated no later than 11:00 pm, unless otherwise agreed upon with the Recreation Coordinator.
14. The responsible party in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.

Parking

Visitors to the facility are legally forbidden from parking in front of the building's bays or in a manner that impedes emergency vehicles from responding to emergencies. Vehicles illegally parked are subject to ticketing, towing, and/or removed at owner's risk and expense. Parking is prohibited on grass areas.

HOLD HARMLESS CLAUSE

"I, _____, by signing this request, hereby agree, contract
(Print Name)

and covenant to fully save, indemnify and hold harmless the Township of Washington from any and all claims, liabilities, judgements, verdicts or other expenses caused by the use of the Recreation Building as requested in this written request, including reasonable defense cost and attorney's fees in the event of a legal claim or lawsuit being asserted against the Township as a result of such permitted use."

Signature of Applicant

Date

I, agree on behalf of the indicated organization or group, that all members and guests will observe the regulations and that we, individually and as an organization or group, will assume full financial responsibility for any and all damages to property during indicated period of use.

Requesting Party Signature: _____

Date of Request: _____