

Borough of Highlands
FACILITY USE POLICY, APPLICATION, AND FEES

PHILOSOPHY – The Borough of Highlands, through the rules, regulations and ordinances adopted by the borough Council states its intention to make available and permit the use of the Robert D. Wilson Memorial Community center and other park facilities on a fee use basis. Activities may include those that are 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 Borough of Highlands. Use of facilities may be granted in so far as the activities so not infringe upon or interfere with conducting the Business of the Borough of Highlands, its Boards or Commissions. Approved applicants will be bound by the rules, regulations, and fees governing the use of any facility requested.

PRIORITIES GOVERNING THE USE OF FACILITIES: The following are the prioritized uses as defined by the Borough of Highlands:

- All activities that are conducted by the Borough of Highlands.
- All activities that are conducted through a co-sponsorship or program agreement signed and approved by the Borough of Highlands or its designee.
- All non-profit groups or organizations that provide activities, events or educational programs that are of benefit to the residents of Highlands.
- Community or business groups who may be in need of meeting/activity space.
- Residents of Highlands as per availability.
- Non-resident use as per availability.

Please note: The Borough reserves the right to cancel the use of any facility or activity, (rental or otherwise), due to weather or impending conditions that would require such action. Rescheduling will be done through the Recreation Department office based on available timeframes.

Use of the facility as permitted may not be transferred, assigned, or sub-let to any organization or individual.

TYPES OF ACTIVITES WHICH ARE NOT ALLOWED

- Activities which are discriminating, as defined by local, County, State or Federal mandates.
- Uses which are contrary to the laws of the United States or any political subdivision thereof.
- Uses in which insufficient provisions are made by the applicant to ensure the safe conduct of the event or gathering, including but not limited to: supervision, fire protection, police protection code enforcement, permits, inspections, etc., as required by the local, state, or federal government.
- Uses that would exceed the permitted occupancy or attendance as set by the Division of Fire Prevention, regulatory agency, or the Police Department.
- Uses where the applicant does not assume full responsibility for the preservation of order, supervision of the vent/activity, and liability for any damage for or loss of Borough property or for personal injury to any attendee.
- The Borough of Highlands, NJ reserves the right, without prejudice, to prohibit use if the facilities by any person or group if deemed not in full compliance with the provisions of the agreement, or if false or misleading information is provided to the Borough when the request is made.

INSURANCE

The Borough shall, in all instances, require a certificate of insurance to be filed with the application for facility use. The limits of the policy shall be \$1000,000 each person, \$100,000 each accident for bodily injury, and \$100,000 eat accident for property damage liability, and an excess liability of \$900,000 which is equal to the Borough's coverage. The Borough of Highlands shall be named as "additional insured" on all certificates of insurance. Although a facility may be reserved, the certificate of insurance must be provided at least seven (7) days prior to the actual use or the use agreement may be terminated.

USE OF FACILITIES

Organizations or individuals desiring to use any facility within the Borough of Highlands will first check the availability of the facilities for the date being requested by contacting the **Highlands Recreation Department at (732) 872-1224 EXT: 232**. The designated Recreation Department staff will advise the applicant if the facility is available, and when they can pick up the Facility Request Form, Hold Harmless Agreement, Facility Use Policy and any other pertinent information. (The Facility Request Form has additional information about annual registration fees for community groups and requirements for private rental.) The facility will not be considered "reserved" until the Facility Request Form has been properly completed and submitted.

Applicants should make requests at least 2 months in advance if possible. Please note that facility use will be made available on a first-come, first served basis. Uses may also be subjected to cancellation due to weather, or other conditions that would be deemed unsafe. **Facility set up may not be available until the day of event / activity.** We ask that you plan accordingly in advance as other requests may be granted for open dates.

APPROVALS

In addition to the completed application items as noted below, various Borough departments may be required to sign off or may request additional information pertaining to the event or activity that is planned. We will contact you if information or clarification is required:

<input type="checkbox"/> Police Department	<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Construction Office
<input type="checkbox"/> Fire Official	<input type="checkbox"/> Emergency Management	<input type="checkbox"/> Fire Department
<input type="checkbox"/> First Aid	<input type="checkbox"/> Borough Administrator	<input type="checkbox"/> Governing Body
<input type="checkbox"/> Borough Clerk	<input type="checkbox"/> Health Officer	<input type="checkbox"/> Rec Department
<input type="checkbox"/> DPW Staff	<input type="checkbox"/> Recreational Staff	<input type="checkbox"/> Other: _____

A Completed Application will consist of the following (as applicable):

Facility Request Form
 Certificate of Insurance
 Dates of Use (if ongoing, or regularly scheduled)
 Applicable Registration / Rental Fee (as per fee policy)
 Hold Harmless Agreement

1. The application must be completed and returned to the Community Center
2. The applicant is responsible for all fees as assessed when submitting the application
3. The applicant shall provide the required certification of insurance
4. If required by the Borough, the application will be reviewed and input sought from borough officials having authority regarding safety or issues
5. Use of any equipment must be requested in advance
6. Applicant must not block any entry/ egress areas or routes of travel for exiting the facilities in case of an emergency
7. Parking- Please use the parking lot off of Bay Ave. There is limited parking on Beach Blvd. and Snug Harbor
8. All Borough policies & ordinances regarding use, timeframes, noise, permits, inspections, etc. shall be enforced and adhered to by the applicant
9. During private rentals of the Community Center, it shall be required that a designated staff person will be present to enforce the Recreational Department rules and regulations. Applicants will heed the requests of the designated person for the enforcement of regulations. Other facility uses may be monitored for compliance of the provisions contained in the Facility Request Form/ Hold Harmless/ Agreement
10. The applicant shall be responsible to the Borough of Highlands for all property damage
11. All applicants are responsible for the clean-up of all approved rental/ used areas. A clean-up fee is required for the Community Center and applicants must ensure that trash, recycling, and other garbage is removed as directed
12. Smoking is not permitted indoors at the Community Center. Users of any facility should ensure the proper disposal of any cigarette butts (outdoor trash cans, ashtrays, etc.)
13. Firearms, explosives, or flammable materials are not permitted without the expressed written approval or permit being authorized by the local Police Department or fire officials

RULES GOVERNING YOUTH ACTIVITIES

1. There must be adequate adult supervision of activities that involve persons under 18 years old of age
2. Supervision by adults extends to the entire building (exterior and interior) or park/ facility areas being requested on the application
3. Children are not permitted outside the approved leased / rented area on the application
4. Control must be exercised at pre-assembly and dismissal periods
5. All entrances and exits shall be controlled
6. Individuals identified on the application: The main contact shall be on site and ensure that supervision is provided with this agreement
7. Any youth-serving organization requesting the use of any of our facilities shall ensure that all of its own rules, regulations, training, and safety precautions are in effect for those individuals that are designated as being in charge of such activities on your premises

USE OF EQUIPMENT

1. All furniture or equipment that is used must be cleaned and properly maintained
2. All furniture or equipment that is moved shall be placed back in its original location
3. All garbage must be bagged and placed in designated receptacles as directed
4. If any equipment is damaged during rental period, it is the responsibility of the renter to pay for repair or replacement of the equipment

HOLIDAY AND OFFICIAL CLOSINGS:

The following is a list of dates when facilities may not be available. Special requests for use during these dates must be approved and scheduled in advance:

New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Election Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. Other holiday's, or Borough scheduled events/ activities or official closings due to weather, etc. may also have an impact on availability for use of certain facilities.

DEPARTMENT/ AGENCY SIGN OFF (IF REQUIRED)

Print Name:

Signature:

Date:

____ Recreation Dept. _____

____ Borough Admin. _____

____ Borough Clerk _____

____ Code Enf. _____

____ Const. Office _____

____ DPW Staff _____

____ Emerg. Mgmt. _____

____ Fire Dept. _____

____ Fire Official _____

____ Fire Aid _____

____ Govern. Body _____

____ Health Officer _____

____ Police Dept. _____

____ Rec Staff _____

____ Other: _____

BOROUGH OF HIGHLANDS
171 Bay Ave, Highlands, NJ 07732

Facility Request Use Information

Applicant / Organization Name: _____

Date(s) Requested: _____ Time: _____

Facility / Park, Area Requested: _____

Facilities used for/ Purpose of Use: _____

Will inside / outside storage be required: _____

Approximate Number of People Attending: _____

Equipment Requested: _____

Will refreshments / food be served? ___Yes ___No

Will admission be charged? ___No ___Yes- Amount (\$): _____

Alcohol Permit: ___Yes ___No Raffle License Requirement: ___Yes ___No

Name / Address / Phone Numbers of the persons who will be on site and responsible for the conduct of the activity / event:

Name(s):	Address:	Phone Number:
_____	_____	_____
_____	_____	_____
_____	_____	_____

ITEMS REQUIRED:

___Facility Request Form ___Certificate of Insurance ___Hold Harmless Agreement

Payment in full is due upon notification of approval

	<u>Fees as set by Policy</u>	<u>Date Paid</u>
1. Registration:	\$ _____ Paid _____	N/A
2. Rental:	\$ _____ Paid _____	N/A
3. Kitchen Use:	\$ _____ Paid _____	N/A
4. Clean-Up:	\$ _____ Paid _____	N/A
5. Staffing (Rental):	\$ _____ Paid _____	N/A
6. Damage Deposit:	\$ _____ Paid _____	N/A

Application Taken By: _____ Date: _____

Approval for Use: _____ Date: _____

Notice of acceptance or rejection sent to applicant by: _____

Refunds for item(s): _____ Date: _____

To Whom: _____

HOLD HARMLESS AGREEMENT
BETWEEN THE Borough of Highlands, New Jersey
AND

Individual Name: _____

Organization Name: _____

Address (Not PO Box permitted): _____

Telephone Number: _____ Cell: _____

Email: _____

Organization Type: ___ Individual ___ Partnership ___ Non-Profit Corporation
 ___ Corporation ___ Public Entity

In consideration of the use of _____, on the following date(s): _____ for the purpose of (facility)

_____ the undersigned agrees to indemnify and hold the Borough of Highlands, NJ and its officers, agents, and employees harmless from any and all liability, claims costs, and the attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless also required that the Borough of Highlands, NJ is indemnified from any losses or damages resulting from the acts or omissions from any guests, participant, visitor, or other persons attending the event herein referred to. I agree to furnish a Certificate of Insurance specifically naming the Borough of Highlands, NJ 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 accept this Hold Harmless agreement, the following information concerning the intended use of the premises is understood and furnished as a condition of use:

- a. Alcohol is prohibited at the Community Center. (If applicable at other sites, formal written approval by the governing body is required in advance of the application being filed)
- b. Total number of persons anticipated is _____.
- c. Live entertainment ___ will or ___ will not be used.
- d. Other information: ___ N/A ___ Included on Facility Request Form

Signed this _____ day of _____ 20____ as the binding act with regards to the above use.

Name of Organization: _____

Authorized Signature: _____

Witness: _____

Borough of Highlands: _____ Date: _____

Additional Attachments: ___ Facility Request Form ___ Community Program Agreement
 ___ Fee Schedule ___ Other: _____

SCHEDULE A

- A. Recreation Department Activities Are Prioritized**
- B. Must have insurance by MEL/JIF (T.U.L.I.P Program), or homeowners' policy if adequate.**
- C. No Alcohol Permitted**
- D. Dates of Availability are Limited based on scheduling**
- E. Exemptions from Fee: HHRS, HES, SHLL or co-sponsored activities (HHRS and HES do not charge us for gym or field use)**

**Community Center- Main Room or Small Meeting Room- Library
General meeting space for specified activity as listed on the permit** **Annual / Permit Fees**

1. Community Group (Highlands Based)	\$ 50.00
2. Community Group (Non-Resident)	\$250.00
3. Non-Profit (must have proof of non-profit status)	\$ 25.00
4. Human Services / Youth Association	\$ 50.00
5. Homeowner / Condominium Associations	\$ 50.00
6. Recreational Program- Independent Contractor	\$ 250.00
7. Recreation / Education / Health / Leisure Program- (Company or Business)	\$150.00, plus \$250 damage deposit.

Exemptions from Fee: Henry Hudson Reg., Highlands Elem., Sandy Hook LL
Or any directly affiliated Borough of Highlands Organizations

Community Center - (Building) Private Rental	Fee	Clean-Up	Damage Deposit	Kitchen (Cooking)
8. Resident- 1 to 4 hours (includes set-up and clean-up time)	\$500.00	\$50.00	\$250.00	\$25.00
9. Non-Resident	\$1000.00	\$50.00	\$500.00	\$25.00
10. Resident- 4 to 6 hours (includes set-up and clean-up time)	\$750.00	\$50.00	\$250.00	\$25.00
11. Non-Resident	\$1250.00	\$50.00	\$500.00	\$25.00

Other: Facility / Park / Group Use Requests	Fee	Damage Deposit
12. Park Use- For Private Event		
13. Resident 1 to 4 hours (includes set-up and clean-up time)	\$150.00/day	\$250.00
14. Non-Resident	\$500.00/day	\$500.00
15. Resident 4 to 6 hours (includes set-up and clean-up time)	\$250.00/day	\$250.00
16. Non-Resident	\$750.00/day	\$500.00
17. Public Event or Activity- (hourly or daily rate as established)	as set	as set
18. Adult Sports League- (1x per week during established season)	\$400.00/use	\$250.00
19. Single Game Use (permit)-	\$400.00/use	\$250.00

*Exemptions: Rec Activities, HHRS, HES, SHLL, & Rec Co-Sponsored Events
Or directly affiliated Borough of Highlands Organizations

(Staff Assignments will be made for all private rentals)