

# Borough of Highlands

## Facility Rental Agreement Informational Packet Please keep for your records

### **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, the Highlands Recreation Department.
- 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.*

### **TYPES OF ACTIVITIES WHICH ARE NOT PERMITTED**

- Use of the facility as permitted may not be transferred, assigned, or sub-let to any organization or individual.
- 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 \$1,000,000 each person, \$100,000 each accident for bodily injury, and \$100,000 for accidental 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.

If you need assistance in obtaining a certificate of insurance, the Highlands Recreation Department can provide you with the information for a Tenant Users Liability Insurance Policy that may assist you with your needs.

## **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 or emailing [recreation@highlandsborough.org](mailto:recreation@highlandsborough.org)**. The designated Recreation Department staff will advise the applicant if the facility is available, and the Facility Request Form and all paperwork will be emailed to the applicant, Hold Harmless Agreement, Facility Use Policy and any other pertinent information. 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.

## **USE OF EQUIPMENT**

Should you wish to use any of our equipment, please make a note in your application.

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/additional costs 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	Christmas Day	New Year's Eve		

Other holidays, or Borough scheduled events/ activities or official closings due to weather, etc. may also have an impact on availability for use of certain facilities.

## **PROCESS & 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 should further information or clarification is required. All paperwork and requests should be emailed to:

[recreation@highlandsborough.org](mailto:recreation@highlandsborough.org). Please contact 732-872-1224 ext. 232 or 254 should you need additional assistance.

1. Contact Highlands Recreation Department to confirm availability of location and dates.
2. Complete & return facility rental application. Should additional time be needed to obtain certificate of insurance, please make note in your application.
3. Should the applicant require an alcohol waiver, a letter to the Mayor and Council will be required at the time of the application submission.
4. Application reviewed by all pertinent Borough entities.
5. Notice of approval, denial or request for change in paperwork will be sent via email to the applicant by the Highlands Recreation Department.
6. Applicant receives an electronic permit via email once approved.
7. After event has been completed, the applicant will send an email to [recreation@highlandsborough.org](mailto:recreation@highlandsborough.org) requesting the return of their security deposit. After 30 days of the event, the deposit will be nonrefundable.
8. The Highlands Recreation Department will confirm that the deposit may be returned and the payment will be placed on the next payment of bills.

## **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

### **PLEASE NOTE:**

- Recreation Department and Borough of Highlands Activities are prioritized
- Must have insurance by MEL/JIF (T.U.L.I.P Program), or homeowners' policy if adequate.
- No Alcohol Permitted, unless a waiver has been approved by the Governing Body
- Dates of availability are limited, based on scheduling.
- Applicant must not block any entry/ egress areas or routes of travel for exiting the facilities in the event of an emergency
- Parking- Please use the parking lot off of Bay Ave. There is limited parking on Beach Blvd. & Snug Harbor
- All Borough policies & ordinances regarding use, timeframes, noise, permits, inspections, etc. shall be enforced and adhered to by the applicant
- 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
- The applicant shall be responsible to the Borough of Highlands for all property damage
- 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
- 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.)
- 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

Borough of Highlands  
Facility Rental Application and Agreement 2022

Applicant Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization Address: \_\_\_\_\_

501c3 with certification attached

Non-Profit with certification attached

Name and phone number of the responsible person who will be on-site during the event:  
\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time (Include set-up and clean-up): \_\_\_\_\_

Purpose of rental: \_\_\_\_\_ Approximate number of participants: \_\_\_\_\_

Equipment requested: \_\_\_\_\_

Please check all that apply:

  

Admission fee required to attend

Raffle license required

  

Alcohol waiver requested

Food/snack service – Use of kitchen

Fire permit requested

**LOCATION REQUESTED FOR RENTAL**

**Indoor Facility**

\_\_\_\_\_ Robert D. Wilson Community Center  
(22 Snug Harbor Avenue)  
*(Staff Assignments shall be made for indoor rentals)*  
\_\_\_\_\_ Indoors/playground/back deck only  
\_\_\_\_\_ Kitchen use

**Community Parks**

\_\_\_\_\_ Huddy Park  
(Shore Drive/Bay Avenue and Waterwitch Avenue)  
\_\_\_\_\_ Veteran's Park  
(Bay Avenue and Shrewsbury Avenue)  
\_\_\_\_\_ Cornwall Square  
(Bay Avenue and Cornwall Street)  
\_\_\_\_\_ Frank Hall  
(Miller Street Hill)

**Community Sports Fields/Courts**

**Basketball Court**

\_\_\_\_\_ Robert D. Wilson Community Center  
(22 Snug Harbor Avenue)  
\_\_\_\_\_ Veteran's Park  
(Bay Avenue and Shrewsbury Avenue)

**Tennis Court**

\_\_\_\_\_ Robert D. Wilson Community Center  
(22 Snug Harbor Avenue)

**Volleyball on beach**

\_\_\_\_\_ Robert D. Wilson Community Center  
(22 Snug Harbor Avenue)

**Kavookjian Field (Baseball/Soccer)**

\_\_\_\_\_ Highway 36

**Beaches**

\_\_\_\_\_ South Bay Avenue Beach  
(Under the bridge)  
\_\_\_\_\_ Miller Beach  
\_\_\_\_\_ Snug Harbor Beach

**Road Closures for special events**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Borough of Highlands  
Facility Rental Application and Agreement  
Fee Schedule 2022  
Please return with your application

Private rentals: Residents – Indoor Use  
(Staff Assignments will be made for all private rentals)

- 1 – 4 hours (Including set-up & clean up)  
\$550.00 rental & clean up fee  
\$ 25.00 kitchen fee – if needed  
\$ 60.00 Staffing fee  
\$250.00 damage deposit – separate check required
- 4-6 hours (Including set-up & clean up)  
\$800.00 rental & clean up fee  
\$ 90.00 Staffing fee  
\$ 25.00 kitchen fee – if needed  
\$250.00 damage deposit – separate check required

Private rentals: Residents – Outdoor Use  
(Staff Assignments will be made for all private rentals)

- 1 – 4 hours (Including set-up & clean up)  
\$200.00 rental and clean up fee  
\$ 60.00 Staffing fee  
\$250.00 damage deposit – separate check required
- 4-6 hours (Including set-up & clean up)  
\$300.00 rental and rental fee  
\$ 90.00 Staffing fee  
\$250.00 damage deposit – separate check required

Private rentals: Non-Residents – Indoor Use  
(Staff Assignments will be made for all private rentals)

- 1 – 4 hours (Including set-up & clean up)  
\$1050.00 rental and clean fee  
\$ 60.00 Staffing fee  
\$ 25.00 kitchen fee – if needed  
\$500.00 damage deposit – separate check required
- 4-6 hours (Including set-up & clean up)  
\$1300.00 rental and cleaning fee  
\$ 90.00 Staffing fee  
\$ 25.00 kitchen fee – if needed  
\$500.00 damage deposit – separate check required

Private rentals: Non-Residents – Outdoor Use  
(Staff Assignments will be made for all private rentals)

- 1 – 4 hours (Including set-up & clean up)  
\$500.00 rental fee  
\$ 50.00 clean up fee  
\$500.00 damage deposit – separate check required
- 4-6 hours (Including set-up & clean up)  
\$750.00 rental fee  
\$ 50.00 clean up fee  
\$500.00 damage deposit – separate check required

Public Event or Activities -  
Resident/Highlands Business

- 1 – 4 hours (Including set-up & clean up)  
\$200.00 rental and clean fee  
\$ 60.00 Staffing fee, if needed  
\$250.00 damage deposit – separate check required
- 4-6 hours (Including set-up & clean up)  
\$300.00 rental and clean up fee  
\$ 90.00 Staffing fee, if needed  
\$250.00 damage deposit – separate check required

Public Event or Activities -  
Non-Resident/Non-Highlands Business

- 1 – 4 hours (Including set-up & clean up)  
\$550.00 rental and clean up fee  
\$ 60.00 Staffing fee, if needed  
\$500.00 damage deposit – separate check required
- 4-6 hours (Including set-up & clean up)  
\$800.00 rental and clean up fee  
\$ 90.00 Staffing fee, if needed  
\$500.00 damage deposit – separate check required

Annual Fee – Indoor/Outdoor rentals  
22 Snug Harbor Avenue

- \$25.00 annually
- Non-profit (with proof)
  - 501c3 (with proof)
- \$50.00 annually
- Highlands based community groups
  - Highlands Condo associations
  - Human Services
  - Youth Associations
- \$150.00 annually
- Recreation: Education, health & leisure
- \$250.00. plus, a \$250 damage deposit
- Recreation: Independent contractor
  - Non-Resident community group

Adult Sports Leagues

- One game per week during established season  
\$400.00 rental fee per season  
\$250.00 damage deposit – separate check required

Exempt from fees:

- Borough of Highlands entity
- Co-Sponsored Borough event
- Henry Hudson Regional School
- Sandy Hook Little League
- Atlantic Highlands Recreation

INTERNAL USE ONLY

Department approvals: Signature	Date
___ Recreation Dept. _____	_____
___ Borough Admin. _____	_____
___ Borough Clerk _____	_____
___ Code Enf. _____	_____
___ Const. Office _____	_____
___ DPW Staff _____	_____
___ OEM _____	_____
___ Fire Dept. _____	_____
___ Fire Official _____	_____
___ Fire Aid _____	_____
___ Govern. Body _____	_____
___ Health Officer _____	_____
___ Police _____	_____
___ Other _____	_____
___ Finance _____	_____

<p><b>DOCUMENTS RECEIVED</b></p> <p>DATE: _____</p> <p>___ Application</p> <p>___ Certificate of Insurance</p> <p>___ Hold Harmless Agreement</p> <p>___ Taken By: _____</p> <p>___ Approval ___ Denial</p>	<p><b>PAYMENTS RECEIVED</b></p> <p>DATE: _____</p> <p>___ Rental Fee</p> <p>___ Deposit Fee</p> <p>___ Fee waiver request</p>	<p><b>DAMAGE DEPOSIT REFUND</b></p> <p>DATE: _____</p> <p>___ Requested</p> <p>___ Submitted</p> <p>___ Completed</p>	<p><b>OTHER:</b></p> <p><b>WAIVER</b></p> <p>___ Requested</p> <p>___ Council Approved</p> <p>___ Applicant notified</p>
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Borough of Highlands  
Hold Harmless Agreement

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**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

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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.
  - a. (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 documents required

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: \_\_\_\_\_