

Franklin Township

A Proud Somerset County Community

RECREATION, COMMUNITY CELEBRATIONS
AND PARK ADMINISTRATION



Community/Senior Center
505 DeMott Lane
P.O. Box 6704
Somerset, NJ 08873-6704

To: All Guests of the Franklin Township Community/Senior Center
From: Franklin Township Parks and Recreation
Re: Guest Responsibilities

Phone: 732-873-1991
Fax: 732-873-1595

On behalf of the Township of Franklin I would like to welcome you to the Franklin Township Community/Senior Center. As a part of the rental agreement for use of the center I would like to remind you of the following requirements:

1. Every individual or organization using the center must provide the Township with a Certificate of Insurance, which shall name the Township of Franklin additionally insured in the amount of \$1,000,000 per occasion and \$100,000 property damage.
2. You must remove your trash and place it in the trash dumpster in the rear of the building.
3. The building and the area you are using must be returned to its original condition.
4. All tables must be properly covered when serving food or doing crafts.
5. You are responsible for: mopping the area that you use; Clearing the tables of all materials; and cleaning the tables to remove any crafts (paper, paint, glue), food, grease or liquids.
6. No food or drink may leave the reception hall.
7. Smoking is prohibited in the building.
8. Please supervise the hallways and restrooms. You are responsible for the clean up in these areas also.
9. The serving of alcoholic beverages requires a resolution by the Township Council authorizing said use. It also requires the insertion of the following language onto the Certification of Insurance: The Township of Franklin is additionally insured in the amount of \$1,000,000 per occasion and \$100,000 property damage during the rental in which the applicant, (insert the official name of the insured), will be serving alcoholic beverages. The applicant, at his or her own expense, is also required to hire a Franklin Township Police Officer to be present during the event.
10. Advance payment of rental fees is required.

These policies are in place in order to assist the Township in maintaining a quality environment for all center visitors. We will do our best to accommodate your group's needs and we hope that you have a successful function. If you have any questions regarding the center please feel free to call us at (732) 873-1991.

Franklin Township Parks and Recreation Department

TOWNSHIP OF FRANKLIN

Department of Recreation, Community Celebrations & Park Administration

505 DeMott Lane Somerset, NJ 08873

732-873-1991

COMMUNITY/SENIOR CENTER INDOOR FACILITY APPLICATION

HH # _____

PLEASE PRINT

Name/Organization	Date
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Address

Contact Person:	Phone: _____
	Home Work Cell

Date of Event _____ **Name of Event** _____

Provide Description of Event: _____

Start Time:	End Time:	Est. # of Part.	Res:	Non-Res:
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Community Center Rental Areas <i>(check appropriate spaces)</i>	Equipment Requests <i>(check appropriate spaces)</i>
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<input type="checkbox"/> Meeting Room 1S	<input type="checkbox"/> Stage	<input type="checkbox"/> Tables #	<input type="checkbox"/> Other
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<input type="checkbox"/> Meeting Room 2	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Chairs #	<input type="checkbox"/> Other
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<input type="checkbox"/> Meeting Room 3K	<input type="checkbox"/> Lobby		
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❖ RENTAL OF CENTER DEPENDS ON STAFF AVAILABILITY

<input type="checkbox"/> Check here if applying for alcoholic beverage permit	❖ Alcoholic beverage permits must be requested through the Township Clerks Office and approved by the Township Council. It will also be necessary for the facility user to pay for the cost of a police officer for the event.
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FOOD PREPARATION: Check whether food is being: Professionally Catered _____ or Brought From Home _____

The kitchen in the Franklin Township Community/Senior Center is considered a heat and serve kitchen by the Franklin Township Health Department. Therefore, food preparation is limited to a one step process. For catered affairs, caterers must apply for a temporary retail food establishment license with the Franklin Township Health Department and provide a copy of such to the Franklin Township Recreation Department. If serving non-catered food, please complete a Non-Catered Food Preparation Application.

Any questions regarding this policy must be directed to the Franklin Township Health Department

List additional dates (7/2008-6/2009) ADMINISTRATION USE ONLY

Date of Event	Room	# of Hours	Res. Rate	Non Res. Rate	Total
Permits/License				TOTAL	\$
Liquor				DEPOSIT	
Food Handling				BALANCE	
Vendor				MAKE CHECKS PAYABLE TO: THE TOWNSHIP OF FRANKLIN	

Special Instructions/Conditions- Insurance must name the **Township of Franklin additionally insured** in the amount of \$1,000,000.00 per occasion and \$100,000 property damage. Garbage must be removed and placed in trash container in the rear of the building. The building must be returned to its original condition. Smoking is prohibited in the Building. No food or drink may leave the reception hall. All tables must be properly covered when serving food or doing crafts. Event sponsors are responsible for: dry and wet mopping the area that you use; Clearing the tables of all materials and cleaning the tables with a disinfectant to remove any crafts(paper, paint, glue), food, grease or liquids; Event sponsors are responsible for supervising the hallways and restrooms and the clean up in these areas; use of the Kitchen requires the clean up of appliances, counters, cabinets and the floor.

I/We _____ agree to the conditions required of the permit holder and agree to indemnify and hold harmless the Township of Franklin and assume the risks of all conditions existing in the area covered by this permit, and shall assume liability for loss, damage or injury sustained by any person whatsoever by reason of negligence of the person. We also agree to be responsible for any damage to the building, which is above and beyond normal, wear and tear and we agree that the use of said premises identified above shall be used exclusively for the sole purpose stated above.

Signature	Date
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Authorized Approval Signature	Date
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RULES AND REGULATIONS:

GENERAL CONDITIONS

All applications for use of the Community/Senior Center (also to be known as the C/SC) are to be submitted to the Franklin Twp. Recreation Department, on the proper form, at least thirty (30) days prior to the event. Applications will be processed according to date of receipt of the application. The Director of Recreation may waive time regulations at his/her discretion. Applicant must be 21 years of age or older and a Township resident, Township industry or Township oriented organization with proper Insurance. Reservations will only be approved for a period within one year. Twenty-four (24) hour notice will be given by the Township in case of a necessary cancellation.

1. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specifically permitted.
2. **A permit is not transferable. If the event is to be cancelled, the applicant should notify the Recreation office at least forty-eight (48) hours in advance of the date reserved.**
3. Applications shall not be valid until signed by the Director of Recreation or his or her representative. The signature of the Recreation Office Administrator indicates that the space at the time requested and that the activity does not interfere with any previously scheduled activity.
4. If the application is approved, the person and/or organization responsible will assume responsibility for orderly and careful use of the center, it is agreed that the applicants assume liability for damage or loss of property that may accrue. It is understood that the applicants will hold the Township of Franklin harmless for claims arising out of the use of the center or grounds, for the function being sponsored on the specified date or dates. The sponsoring group will be required to furnish a hold harmless agreement and a bond or certificate of insurance to indemnify the group and the Township of Franklin against any and all suits for injury or loss sustained by attendance at the function. Organizations wishing to bring unusual equipment, material, devices, and/or animals into the Community/Senior Center must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Township, before approval is given. **Unless more insurance coverage is desirable, insurance coverage shall be \$1,000,000 per occasion, and \$100,000 for property damage.**
5. **The Township of Franklin assumes no responsibility for bodily injury or damage or loss to any personal property, including hats, coats, and other personal property or equipment.**
6. A Recreation Department Building Supervisor is required to be on duty during the hours of use of the Community/Senior Center. **Evening affairs are to terminate by 10:00p.m., unless specific arrangements have been made in advance.** Complete vacating of the facilities is to be made according to the terms of the permit. Departure time after programs should be included in use hours applied for.
7. The C/SC does not include use of center equipment unless specifically permitted. Use of client's equipment may require the supervision of client's staff, the cost of which may be added to the regular fee.
8. Permission must be obtained for decorating, installing scenery, moving furniture, etc. Such requests will be indicated on the application. Scenery, decorations, or equipment provided by the holder of a permit must be removed from the building promptly after the scheduled use so as not to interfere with Recreation Department activities. If there is an unusual delay, the removal will be made by Township Staff at the expense of the holder for the permit.
10. The Township Staff shall have full and free access to the premises at all times.
11. At least five (5) days prior to building use, the applicant should review the use requirements with center staff.
12. Police may be required to be assigned to events. The numbers of police required shall be dictated by the following considerations: (1) type of event, (2) anticipated number and make-up of attendance, (3) hours of event, (4) requirements for supervision of parking, (5) whether or not the event is publicly advertised and admission is charged, (6) requirements of the physical plant. It shall be the responsibility of the using organization to arrange for appropriate police protection. The Recreation Department shall have final authority to determine the extent of security required at any event.
13. The Township of Franklin reserves the right to take any action necessary to preserve order or to protect the property and facilities within its jurisdiction at the expense of the applicant.
14. Any and all violations of the above rules and regulations by any group or organization shall be reported to The Township Council as deemed necessary.
15. The Township Council reserves the right to suspend or revise the foregoing rules and regulations at any time that it deems it advisable.
16. The Director of Recreation shall have full authority to establish such additional regulations as she/he shall deem appropriate concerning the implementation of this policy and determine "out-of-pocket" expenses where appropriate. The Director of Recreation shall rule on interpretations of this policy. Any appeal from a ruling of the Director of Recreation must be made in writing to the Township Manager and a subsequent appeal may be made to the Council.

B. LIMITATIONS OF USE

1. The Township Council reserves the final right to deny the use of facilities when the Council deems it necessary in the public interest.
2. The Recreation Department reserves the right of transferring, on due notice, any activity from one area to another in the building should economic and efficient use of facilities or requirements of the Township program so require.
3. No building, or grounds will be used for unlawful purposes. Facilities may not be used by an individual, group, or organization, which has as one or its objectives the overthrow of the government by force, or by other unlawful means, or by an individual, group, or organization deemed subversive, as defined in the State of NJ code.
4. Sponsoring organizations will conduct orderly activities and such gatherings are not to incite others to disorder.
5. Sponsoring organizations will conduct meetings, which are not abusive to other groups or individuals by reasons of race, creed, color or disability.
6. All activities held in the Community/Senior Center although designed for specific interest groups shall be public in nature. Participation in such activities shall not be limited on the basis of race, religion, color, sex, or disability.
7. Smoking is positively prohibited. The use of pyrotechnics, sterno products, lighting of candles or other flammable materials is prohibited. With the exception of catering sterno containers and birthday candles. These items must be removed from the building.

8. The severing of alcoholic beverages requires a special use permit. Any violation of this rule by any organization will prohibit future use.
9. Gambling, games of chance, raffles and lotteries as prohibited by law are not permitted.
10. The center is not designed for athletic activities such as baseball, basketball, soccer or other activities with airborne projectiles.
11. The facility is not to be used for any other purpose or in any other way than its designed use, without expressed written permission.
12. No programs or activities are to be held unless they are supervised with adequate numbers of personnel.
13. Signs, banners, pennants, placards or similar items of advertisement are not to be placed in the center without the express consent of the Director of Recreation.
14. No ticket selling for any other event or the sale of merchandise or food is permitted without written approval on the permit. There shall be no distribution of pamphlets or demonstration or sale of any article for private pecuniary gain by an individual or organization using the facility unless specifically approved.
15. The center will be closed on all legal Holidays.
16. Building supervisors services include opening and closing of the building, operation of room lights (no theatrical lighting), heating of the building, operation of ventilation equipment and reasonable cleanup. Center Staff will not be required to help load or unload equipment without additional compensation.
17. If any religious organizations are conducting a building program or have a lack of space due to emergency situations outside of their control, the same may be granted the use of the center facilities. Notwithstanding the foregoing, in no event shall religious organizations be granted the use of Community/Senior Center for the purpose of religious services. In no event shall the school facility be rented to religious organizations where use of the same represents a violation of the State or Federal Constitution.
18. The Township will not permit storage of any kind.
19. In the event that there is a fee for the use of the building, paid fee will be made payable directly to the Township of Franklin.
20. At all assemblies for young people, there must be one adult for every 15 minors unless specified otherwise.

C. SPECIAL CONDITIONS

All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of facility is discovered to be contrary to any the policies, rules and regulations of the Township of Franklin, the permit is subject to immediate cancellation.

Upon notice by a duly authorized agent of the Township, such activity is to cease and end. The Township and its agents are to be held harmless of any expense or losses incurred by the sponsoring organization due to the required cessation of use of the facilities. Cancellation of a permit may be cause for denial of the issuance of permits for future use.

D. RESPONSIBILITY

Any group or organization using the center is responsible for any damage above normal wear and tear, and is expected to:

1. Make necessary arrangements for a representative of during the time the facility is used. This representative is to make him/herself known and present the permit to center staff for verification. S/He is to be responsible for the use of the facility.
2. S/He is to insure, with center staff present that:
 - A. exit doors are free from obstruction in the area being used
 - B. exit lights are turned on
 - C. location of extinguishers are known
 - D. fire, police, township rules and regulations are observed
3. The group using the building shall be held responsible for all damages which are caused by or result from its activity and shall make reparations to the Township of Franklin within a period of thirty days for the full amount of any and all damages.
- 4.

E. PRIORITIZATION OF USE

Township Recreation Programs have first priority in the scheduling of Township facilities for sponsored and co-sponsored programs.

School Board programs receive second priority. This is a reciprocal policy, as the school board provides facilities for Township programs.

Resident non-profit groups and organizations receive the third scheduling priority. These community groups shall be identified as non-profit, charitable or religious groups organized in Franklin and/or whose membership comprises at least 50% Franklin residents. Such groups are local churches, service groups, civic associations, etc.

Individual resident requests and employee groups receive fourth scheduling priority.

Non-resident groups receive fifth scheduling and shall be defined as a group that is not organized within the Township or does not consist of persons providing community services or general community involvement in Franklin Township. Example would be persons requesting use of the building for use by County or regional organizations and non-profit fundraisers.

F. FEE SCHEDULE

Hourly Rental Rates

\$100.00/hour/per room for a minimum of 2 hours

\$40.00/hour for each additional hour per room

\$40.00/hour for the kitchen

\$20.00 non-refundable permit fee(becomes part of 1st hour rent and can be waived by the Director of Parks & Recreation)

Corporate Rate: 75% of Hourly Rental Rate.

Resident Rate: 50% of Hourly Rental Rate.

Non-Profit and Community Group Rate: 25% of Hourly Rental Rate.

If an event runs past scheduled time, there will be an assessed fee of \$100.00 per hour. Groups that do not clean up to an acceptable standard will be assessed a fee of \$100.00 plus any damages (Security deposit will be withheld). Approved facility permits must be paid fifteen (15) days prior to the event or date will be forfeited.

***Fees are subject to change**

Security Deposit

1. Any applicant request for an indoor facility will have to provide a security deposit fee (minimum \$100.00).
2. The Director of Recreation has the authority to waive the security deposit where deemed applicable. If there is no prior record of damage by any repeat totally resident group with less than 100 people they will not need to provide a security deposit for the C/S Center.
3. Any resident group with more than 100 people may need an additional Township Supervisor or a police officer based on type of event. The fee for which is to be the responsibility of the rental group.
4. Township functions are exempt.

Payment All fees must be paid by money order or cash.

Gratuities Please note that when indoor facilities staffed, either by full time staff or part time staff that these employees are compensated for their time in accordance with local and federal laws and should not be offered and may not accept gratuities of any kind.

Refunds There are no refunds or rain dates scheduled in advance. Events will be re-scheduled if space is available. Updated insurance may be necessary.