

Franklin Township

A Proud Somerset County Community

RECREATION, COMMUNITY CELEBRATIONS
AND PARK ADMINISTRATION



Community/Senior Center
505 DeMott Lane
Somerset, NJ 08873-6704
Phone: 732-873-1991, Option 4
Fax: 732-873-1595

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

On behalf of the Township of Franklin, I would like to welcome you to the Franklin Township Community/Senior Center. Please read and familiarize yourself with the attached rental policies:

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 Description of Operations area) in the amount of \$1,000,000 per occasion and \$100,000 property damage.
2. You are responsible for your own set up and breakdown. This time must be incorporated in your permit request.
3. You must remove your trash and place it in the trash dumpster in the rear of the building.
4. The building and the area you are using must be returned to its original condition.
5. All tables must be properly covered when serving food or doing crafts.
6. You are responsible for: sweeping and mopping the room(s) that you use; clearing the tables of all materials; and cleaning the tables to remove any crafts (paper, paint, and glue), food, grease or liquids.
7. Remove any decorations from inside and outside the building.
8. No food or drink may leave the reception hall. And any decorations permitted must be removable.
9. There is no loitering in the lobby or hallways.
10. Smoking is prohibited in the building.
11. Please supervise the hallways and restrooms. You are responsible for the clean-up in these areas also.
12. 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. **NOTE: A copy of the approved alcoholic beverage permit must be submitted to the Recreation Office prior to facility application approval.**
13. Advance payment of rental fees and advance submission of approved insurance is required **at least 15 business days before your event. Events booked less than 15 business days in advance require immediate payment in full, upon receipt of bill (no later than 48 hours), by CASH, MONEY ORDER or CERTIFIED CHECK**
14. The Franklin Township Parks & Recreation Department reserves the right to cancel an event for non-payment.
15. PLEASE NOTE THAT A PERMIT APPLICATION IS NOT FINALIZED UNTIL THE APPLICANT RECEIVES A PHYSICAL PERMIT AND SUBMITS PAYMENT WITH COMPLETED DOCUMENTATION TO THE FRANKLIN TOWNSHIP PARKS & RECREATION DEPARTMENT.

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, Option 4.

Franklin Township Parks & Recreation Department

UPDATED April 26, 2019

RULES AND REGULATIONS:

GENERAL CONDITIONS

All applications for use of the Community/Senior Center 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. A minimum of 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 indicates 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 seventy two (72) hours in advance of the date reserved by phone and in writing to franklinrec@franklinnj.gov.** Cancellations must be confirmed by Recreation department personnel.
3. Applications shall not be valid until signed by the Director of Recreation or his/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 and a Building Supervisor is confirmed and available. Recreation Department activities take precedence over permit requests.
4. If the application is approved, the person and/or organization with a listed contact person(s), 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 required, 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, and/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.** 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 Community Center rental does not include use of center equipment. Use of client's equipment may require the supervision of client's staff, the cost of which may be added to the regular fee. Please note, if amplified sound is being used, the rooms are not soundproof. Permit holders are asked to be mindful of loud music or other noise when other events are being held in the building at the same time.
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 the day of 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 permit holder.
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 thoroughly.
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. Facilities may not be used by an individual, group, or organization for the purpose of profit or gain.
5. Sponsoring organizations will conduct orderly activities and such gatherings are not to incite others to disorder.
6. Sponsoring organizations will conduct meetings, which are not abusive to other groups or individuals by reasons of race, creed, color, disability, or political affiliation.

7. 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.
8. Smoking is positively prohibited. The use of pyrotechnics, hot plates, and lighting of candles or other flammable materials is prohibited. These items must be removed from the building. The **only** exceptions are catering sterno containers and birthday candles.
9. The serving of alcoholic beverages requires a special use permit. Any violation of this rule by any organization will prohibit future use.
10. Gambling, games of chance, raffles and lotteries as prohibited by law are not permitted.
11. The center is not designed for athletic activities such as baseball, basketball, soccer or other activities with airborne projectiles.
12. The facility is not to be used for any other purpose or in any other way than its designed use, without expressed written permission.
13. No programs or activities are to be held unless they are supervised with adequate numbers of personnel.
14. 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.
15. 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.
16. The center will be closed on all legal Holidays.
17. Building supervisor's services only include opening and closing of the building, operation of room lights (no theatrical lighting), heating of the building, and operation of ventilation equipment. Center Staff will not be required to help load or unload equipment, clean up after permit holders or provide crowd control.
18. The Township will not permit storage of any kind.
19. 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 the party during the time the facility is used. This representative is to make themselves known and present the permit to center staff for verification. They are to be responsible for the use of the facility.
2. They are to ensure, 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
 - E. Rental Checklist is reviewed before and after event.
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 (30) days for the full amount of any and all damages.
4. The Building Supervisor will give a 30 minute and then a 15 minute verbal warning prior to the scheduled end time of the event.

E. PRIORITIZATION OF USE

Franklin 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.

Franklin Township non-profit organizations receive the third scheduling priority

Individual Township 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. RENTAL CATEGORIES

Franklin Non-Profit Organizations Shall be defined an organization based within Franklin Township with a current, valid 501c3 Non-profit Certification. Certification must include a Franklin Township address.

Franklin Residents: Shall be defined as individuals who reside in Franklin Township. Resident events are categorized as private events only (ie: baby shower, birthday party, etc.). Residents cannot serve as an organization or business representative by proxy in order to secure a reduced rate. Individuals doing so may face denial of permit.

Franklin Local Businesses: Shall be defined as businesses and organizations operating within Franklin Township.

Non-residents: Shall be defined individuals residing outside of Franklin Township.

Out of Town Non Profits: Shall be defined as a group that is not organized within Franklin Township (ie: persons requesting use of the building for use by County or regional organizations and non-profit events). Groups must present a current, valid 501c3 Non-profit Certification.

Out of Town Businesses: Shall be defined as businesses and organizations operating outside of Franklin Township.

G. FEE SCHEDULE: ROOM RENTAL RATES DEPENDENT UPON TYPE OF EVENT

ROOM & DIMENSIONS	FRANKLIN NON-PROFIT ORGANIZATIONS	FRANKLIN RESIDENTS & OUT OF TOWN NON PROFITS	FRANKLIN LOCAL BUSINESSES	NON-RESIDENTS & OUT OF TOWN BUSINESSES
1 (28'x48')	\$25/hour	\$65/hour	\$85/hour	\$125/hour
2 (28'x48')	\$25/hour	\$50/hour	\$75/hour	\$100/hour
3 (58'x48')	\$25/hour	\$75/hour	\$100/hour	\$150/hour
KITCHEN W/RM. 3 ONLY	\$10/hour	\$25/hour	\$40/hour	\$50/hour
ADJUSTMENT FEE	\$10 FEE WILL BE ACCESED FOR CHANGES AFTER PERMIT IS PROCESSED			

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

\$10.00 fee will be accessed for changes after permit is processed. Requests for any changes **must be made in writing** by email to: franklinrec@franklinnj.gov

If an event runs past scheduled time, there will be an assessed fee of \$150.00 per hour. Groups that do not clean up to an acceptable standard will be assessed a fee of **\$150.00** plus any damages (Escrow maintenance deposit will be withheld). Approved facility permits must be **paid fifteen (15) BUSINESS days** prior to the event or date will be forfeited.

*Fees are subject to change

MAINTENANCE ESCROW (ORDINANCE #3586 CH. 325-11)

- Any applicant request for an indoor facility will have to provide maintenance escrow of **\$300 by cash, check or money order. Refundable after event.**
- 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.

PAYMENT All fees must be paid by **CASH, MONEY ORDER or CHECK** and are due **no later than fifteen (15) BUSINESS days before the event.**

Events booked less than fifteen (15) business days in advance require immediate payment in full upon receipt of bill (no later than 48 hours), by CASH, MONEY ORDER or CERTIFIED CHECK

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 inclement weather dates scheduled in advance. Events may be re-scheduled if space is available. Updated insurance may be necessary. All requests must be in writing.



TOWNSHIP OF FRANKLIN
DEPARTMENT OF PARKS AND RECREATION
 505 DeMOTT LANE SOMERSET, NJ 08873 (732)-873-1991, OPTION 4
COMMUNITY/SENIOR CENTER FACILITY RENTAL APPLICATION



NAME/ORGANIZATION _____	TODAY'S DATE _____
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ADDRESS _____

CONTACT PERSON (RESPONSIBLE FOR ALL RENTAL INTERACTION WITH STAFF) _____	PHONE _____
E-MAIL _____	HOME _____ WORK _____ CELL _____

DATE(S) OF EVENT _____ NAME OF EVENT _____

EVENT DESCRIPTION _____

REQUIRED FOR RENTAL:

1. A **\$20.00** NON-REFUNDABLE DEPOSIT PER DATE IS REQUIRED UPON SUBMISSION OF APPLICATION.
2. **MAINTENANCE ESCROW** (ORDINANCE #3586 CH. 325-11) OF **\$300 by cash, check or money order. REFUNDABLE AFTER EVENT.**
3. **CERTIFICATE OF INSURANCE** THAT MUST NAME THE **TOWNSHIP OF FRANKLIN** ADDITIONALLY INSURED IN THE AMOUNT OF **\$1,000,000.00 PER OCCASION AND \$100,000 PROPERTY DAMAGE.**
4. VALID PHOTO ID/PROOF OF RESIDENCY
5. EVENT FLIER FOR COMMUNITY EVENTS (IF APPLICABLE)
6. 501C3 NON-PROFIT CERTIFICATION FOR ANY NON-PROFIT ORGANIZATION
7. AT LEAST **15 BUSINESS DAYS' NOTICE** REQUIRED BEFORE REQUESTED EVENT DATE

ADDITIONAL COMMENTS _____

START TIME (INCLUDE SETUP TIME)	END TIME (INCLUDE BREAK DOWN TIME)	# OF PARTY
<input type="checkbox"/> ROOM 1 (w/STAGE)	ROOM 1 OCCUPANCY: 88 w/TABLES & CHAIRS	188 THEATER SEATING
<input type="checkbox"/> ROOM 2	ROOM 2 OCCUPANCY: 88 w/TABLES & CHAIRS	188 THEATER SEATING
<input type="checkbox"/> ROOM 3	ROOM 3 OCCUPANCY: 173 w/TABLES & CHAIRS	370 THEATER SEATING

KITCHEN
w/RM 3 ONLY

- ❖ NO CHANGES CAN BE MADE ON THE DAY OF THE EVENT
- ❖ RENTAL OF CENTER DEPENDS ON STAFF AVAILABILITY
- ❖ \$10 CHANGE FEE ACCESSED AFTER PERMIT IS PROCESSED. ALL CHANGES MUST BE IN WRITING TO: FRANKLINREC@FRANKLINNJ.GOV
- ❖ ALL SET-UP/BREAK-DOWN IS THE RESPONSIBILITY OF THE RENTER. BUILDING AND AREA MUST BE RETURNED TO ORIGINAL CONDITIONS
- ❖ SOUND SYSTEMS, MICROPHONES, PODIUMS, STANDS, AND ADDITIONAL EQUIPMENT ARE NOT PROVIDED OR AVAILABLE FOR RENTAL.
- ❖ IF AMPLIFIED SOUND IS BEING USED, PLEASE NOTE THE ROOMS ARE NOT SOUNDPROOF
- ❖ SERVING FOOD OF ANY KIND REQUIRES APPLICATION FOR A TEMPORARY RETAIL FOOD ESTABLISHMENT LICENSE WITH THE FRANKLIN TOWNSHIP HEALTH DEPARTMENT; CALL 908-231-7755 FOR MORE INFORMATION. USE OF THE KITCHEN IS LIMITED TO HEAT AND SERVE ONLY

ROOM RENTAL RATES DEPENDENT UPON TYPE OF EVENT

ROOM & DIMENSIONS	FRANKLIN NON-PROFIT ORGANIZATIONS	FRANKLIN RESIDENTS & OUT OF TOWN NON PROFITS	FRANKLIN LOCAL BUSINESSES	NON-RESIDENTS & OUT OF TOWN BUSINESSES
1 (28'x48')	\$25/HOUR	\$65/HOUR	\$85/HOUR	\$125/HOUR
2 (28'x48')	\$25/HOUR	\$50/HOUR	\$75/HOUR	\$100/HOUR
3 (58'x48')	\$25/HOUR	\$75/HOUR	\$100/HOUR	\$150/HOUR
KITCHEN W/RM. 3 ONLY	\$10/HOUR	\$25/HOUR	\$40/HOUR	\$50/HOUR

ADJUSTMENT FEE \$10 FEE WILL BE ACCESSED FOR CHANGES AFTER PERMIT IS PROCESSED

SPECIAL INSTRUCTIONS/CONDITIONS: CERTIFICATE OF 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 ROOM(S) THAT YOU USE; CLEARING THE TABLES OF ALL MATERIALS AND CLEANING THE TABLES WITH A DISINFECTANT TO REMOVE ANY CRAFT 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, WERE AND TEAR AND WE AGREE THAT THE USE OF SAID PREMISES IDENTIFIED ABOVE SHALL BE USED EXCLUSIVELY FOR THE SOLE PURPOSE STATED ABOVE IN THE MANNER STATED ABOVE. I FURTHER UNDERSTAND ANY TIME ABOVE & BEYOND THE FURTHER NOTED WILL BE CHARGED AN ADDITIONAL \$150.00 PER HOUR. PERMITS ARE ASSESSED IN ONE HOUR INCREMENTS. MY SIGNATURE BELOW IS CONTRACTS MY AGREEMENTS AND FRANKLIN TOWNSHIP'S REQUIREMENTS.

SIGNATURE _____ DATE _____

