

JAMES DALY, Mayor

BOROUGH COUNCIL MEETS
1st & 3rd Tuesdays @ 7:00 p.m.
Community Center
13 Asbury Avenue
Farmingdale, NJ 07727



MUNICIPAL BUILDING
11 Asbury Avenue
Farmingdale, NJ 07727

Borough Office Hours
8:30 a.m. to 4:00 p.m.
Phone 732-938-4077
Fax: 732-938-2023

BOROUGH OF FARMINGDALE
COMMUNITY CENTER RENTAL AGREEMENT

The Farmingdale Borough Council agrees to lease the Community Center to:

Name: _____

Address: _____

Phone: _____

Individual must be 21 to rent facility. Individual that fills out this agreement must be the person taking responsibility for the event.

Date of Event: _____ Hours: _____

Type of Affair: _____ No. of Guests: _____

Alcohol Served: _____ Yes _____ No

Rates: Resident Rental \$150.00 Non-Resident Rental \$250.00

Facility Rental Hours: 8:00 a.m. to 11:00 p.m.

Total amount required for the event will be due upon execution of this agreement to ensure reservation in the Community Center's schedule. Refund requests must be submitted in writing at least 4 weeks prior to the scheduled event. A \$10.00 processing fee will be deducted from granted refunds.

ALL LESSEES NEED A CERTIFICATE OF INSURANCE (or a rider for off-site function from their homeowner's insurance carrier) AS A CONDITION OF RENTAL. In addition, the Lessee agrees to indemnify and hold harmless the Borough of Farmingdale from any claim or claims for negligence, personal injury, property damage, loss, or theft and or any other possible claim or claims arising out of an incident or accident on the premises, or off the premises.

A security deposit of \$250.00 will also be required in the form of cash or check due upon execution of this agreement. All deposit checks will be cashed by the Borough of Farmingdale. Security deposit will be refunded in full by the Borough, if the facility is found to be left in a condition deemed satisfactory by the Borough. If the facility is left in an unsatisfactory condition (facility not cleaned properly, damage, etc.), the Borough will refund only that portion of the deposit that is not used to return the facility to a satisfactory condition. If fees to restore the facility to appropriate condition are in excess of security deposit, facility user will be charged accordingly. See attached for facility cleaning and key pick-up/return procedures and Borough policies regarding decorations, entertainment and alcohol.

The lessee is responsible for the cleanup of the kitchen and hall even if used by the caterer of the affair. ALL CATERERS NEED A CERTIFICATE OF INSURANCE.

The Community Center has a Maximum Person Limit of 115. No Smoking Allowed.

The Borough of Farmingdale reserves the right to reject usage of facilities by any organization or person.

FACILITY CLEANING PROCEDURE: Facility must be left in appropriation condition for the next user.

1. Mop, bucket and broom are provided by the Borough.
2. Empty all garbage and recyclables into appropriate containers provided by the Borough. User must supply their own trash can liners. State of NJ mandates recycling and users who do not recycle may forfeit deposit and/or be fined.
3. All tables, counters, appliances, restrooms and sinks must be wiped down. Cleaning supplies are provided by the Borough and instructions must be adhered to for cleaning stainless steel in kitchen.
4. Floors, including restrooms, are to be swept and spills must be mopped.
5. All lights are to be turned off and doors locked.
6. At the conclusion of the event, all items brought in by the facility user must be removed from the facility. Items left in the facility beyond the reserved date/time will become the property of the Borough.

KEY PICK-UP/RETURN: Keys are obtained between the hours of 8:30 a.m. and 4:00 p.m. Mondays through Fridays at Borough Hall (unless office is closed for the holiday). Keys must be placed in the mail slot in the rear entrance door of Borough Hall immediately following the conclusion of the event. Users cannot enter rented facility until the time and day approved on their application and at no time after the conclusion of their event.

DECORATIONS: User will be allowed to put up decorations two hours prior to their function. No decorations shall be attached to the ceiling or walls. Candles and open flames are not permitted. Any table decorations may be used except chewing gum. Smoke machines, bubble machines, or any apparatus that can create an unsafe environment are not permitted.

ALCOHOL: If it is observed that any persons under the age of 21 consume alcoholic beverages at an event, the Community Center shall be closed and the event immediately over, resulting in forfeiture of all monies paid. Proof of liquor permit is required prior to the date of the affair if liquor is to be included in the price of an admission ticket or if liquor is to be sole on the lessor's property.

EXPECTED BEHAVIOR/USE:

1. Family oriented functions are encouraged.
2. Community Center reservation authorizes use of room only (outdoor activities are not permitted unless specific arrangements are made).
3. It is understood that consideration and care will be given to the facility during use.
4. Facility users are permitted to use tables and chairs in reserved room only. Equipment cannot be taken from other rooms.
5. Disorderly conduct, vandalism or failure to comply with regulations will result in termination of the event and forfeiture of security deposit.
6. Use of the Community Center for political functions is prohibited.

ATTENDANT INFORMATION:

1. Attendant is required when:
 - a) There is a group of 85 or more
 - b) Alcohol is being served
 - c) Teen Party (12-18 years of age)
2. Two attendants are required when more than one of the above is occurring
3. Attendants are present from the beginning of the party to the end of clean-up
4. Attendants get paid at the end of the party \$14.00 an hour – minimum of four hours
5. Borough provides attendants

The Applicant has included the rental fee and the \$250.00 deposit. Applicant has received a copy of the Rules for the Use of the Farmingdale Community Center and agrees to abide by those rules. Applicant has included a Certificate of Insurance naming the Borough of Farmingdale.

Applicant

Approved by the Mayor and Council of the Borough of Farmingdale at its regular meeting held on _____.

Madalaine Rice
Deputy Borough Clerk

- Please email completed form to Mrice@farmingdaleborough.org or drop form off at borough office. No date secured until conformation from borough office is given. Thank you