

JAMES DALY, Mayor

BOROUGH COUNCIL MEETS
1st & 3rd Tuesdays @ 7:30 p.m.
Community Center
13 Asbury Avenue
Farmingdale, NJ 07727



MUNICIPAL BUILDING
11 Asbury Avenue
P.O. Box 58
Farmingdale, NJ 07727

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

RULES FOR THE USE OF FARMINGDALE COMMUNITY CENTER

13 Asbury Avenue, Farmingdale, NJ

1. Civic and charitable organizations should apply to the Municipal Clerk for use of the Community Center for business meetings or activities open to the general public.
2. Completed applications should be presented to the Municipal Clerk, together with a current Certificate of Liability at least one (1) month prior to the desired date of use. Mayor and Council will consider the application at the next scheduled Council meeting. The applicant will be requested to be in attendance at the meeting, unless otherwise noticed.
3. Residents of Farmingdale Borough and/or organizations that have their permanent location within the Borough will receive preference on their applications.
4. Use of the Community Center for private and/or personal gain is prohibited.
5. A fee may be charged to organizations or groups for maintenance and/or janitorial services as deemed necessary by Mayor and Council.
6. Organizations/groups are responsible for leaving the building, kitchenette, rest rooms, furnishings and the premises themselves in a neat and clean condition. Organizations/groups may be held financially responsible for any damage, beyond normal wear and tear, to the building, its contents and the premises.
7. **CLEANING PROCEDURES:** Facility must be left in appropriate condition for next user.
 - ◇ Mop, bucket and broom are provided by the Borough.
 - ◇ Empty all garbage and recyclables into appropriate containers provided by the Borough.
 - ◇ 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.
 - ◇ Floors, including restrooms, are to be swept and spills must be mopped.
 - ◇ All lights are to be turned off and doors locked.
 - ◇ 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. Any costs associated with removal of items will be responsibility of the facility user.
 - ◇ All Borough tables and chairs must be put away after they are used.
8. **DECORATIONS:** User will be allowed to put up decorations two hours (or earlier with approval) prior to their function. No decorations shall be attached to the ceiling or walls. Candles and open flames are not permitted. Smoke machines, bubble machines, or any apparatus that can create an unsafe environment are not permitted.

9. The Borough of Farmingdale's Noise Ordinance, Ord. No. 98-03, will be strictly enforced.
10. Decorations, special equipment, etc. may not be installed while a previously scheduled event is in process and must be removed immediately following the organization/group's using period.
11. In extremely unusual circumstances, the Mayor and Council may, at their option preempt a reservation made by an organization or group for the use of the Community Center. In such circumstances, maximum possible notice of the preemption will be given to the organization or group having the aforementioned reservation.

Rules Revised: November, 2010