

Borough of Magnolia
 438 West Evesham Avenue
 Magnolia, NJ 08049-1725
 (856)783-1520

COMMUNITY RECREATION CENTER USE APPLICATION

Please complete this application in ink. Please print legibly or type. Only fully completed applications will be considered.

Date of Application / /

SECTION 1: RENTER INFORMATION

Please indicate what type of renter you are:

Non-Profit Community Organization

Please attach proof of either 503(c)(3) or non for profit status.

Non-Profit Organization

Please attach proof of 503(c)(3) or non for profit status

Businesses

Please provide Tax ID and Insurance (One million liability Borough of Magnolia as an additional insured)

Individual Resident

Please attach proof of residency such as current tax or utility bill

Individual Non-Resident

SECTION 2: PRIMARY CONTACT

Last Name	First name	Middle	Title
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Home Address

City	State	Zip Code
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Home Telephone () -	Cellular Telephone () -	Other Telephone/Pager () -
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E-Mail Address

SECTION 3: ORGANIZATION/BUSINESS INFORMATION

Organization/Business Name

Address

City	State	Zip Code
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Telephone () -	Fax () -
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SECTION 4: EVENT DETAILS

Please indicate what type of use you are proposing:

- Organized Sports
- Meeting
- Social: Daytime or Evening
- Private Party

Please describe your event in detail:

Will you be serving alcohol at your event?

- Yes**
- No**

If yes, please describe the type of alcohol you will be serving:

How do you plan to prevent underage drinking? How do you plan to prevent driving under the influence of alcohol?

Note: If your event will have any kind of **GAME OF CHANCE**, a gaming license must be obtained.

Note: The Borough of Magnolia reserves the right to require a uniformed police officer at an event at the cost of the renter at \$65.00 per. hour per officer.

Please indicate what type of use you are proposing:

- Single Event
- Recurring Event

Note: The center is not available for rental on Monday, Thursday or Friday from 7:00 PM through 10:00 PM – and on legal holidays and holiday weekends.

If single event:

Date of Event / /	Start Time :	End Time :
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Note: Evening events must end by 11:00 PM sharp. A minimal clean-up crew (five persons or less) may remain on site until 12:00 AM. Please be considerate of our neighbors. No loitering in the parking lot.

If recurring event:

Start Date / /	End Date / /	MON	FRI
Start Time :	End Time :	TUE	SAT
		WED	SUN
		THR	

SECTION 6: ROOM/EQUIPMENT

Please indicate the room you would like to use:

1st Floor Meeting Room

Gymnasium/All Purpose Room

Kitchen

Note: The second floor is not available for rentals and will be locked during all rentals.

Will you be bringing any equipment (i.e., large sporting equipment, AV equipment, etc.) with you?

SECTION 7: RULES & REGULATIONS

Should the use of the building be approved:

- Renters are responsible for the conduct and safety of their guests. Inappropriate behavior will not be tolerated.
- Trash must be deposited in appropriate containers located outside of the facility.
- The Borough of Magnolia is not responsible for lost or damaged equipment or belongings.
- All renters must remove their equipment at the conclusion of their rental period – this includes recurring rentals; recurring rentals may not store equipment in the building.
- All tables, countertops and other surfaces must be cleaned at the conclusion of your event; please leave the rooms as you found them.
- All tables and chairs brought out of the storage room must be returned as you found them; set-up and breakdown is the responsibility of the renter.
- Alcoholic beverages are permitted inside the facility, not outside.
- Decorations are permitted but no tacks/staples/nails are permitted.
- The Borough is not responsible for loss/theft of personal items from the building or vehicles; please ensure your guests safeguard their items.
- There is no public address system available.
- Do not remove any of the pictures, banners or notices from the walls.
- At no time is standing on chairs or tables permitted.
- If refreshments are being served spills are to be cleaned up immediately. No food is to be left behind.
- You must supply your own cooking utensils, trash bags and tablecloths.
- No solid foods are to be placed in the sink; there is no garbage disposal.
- The kitchen is to be left clean; clean-up any spills in the refrigerator, stove and oven.
- All tape used on the walls must be removed and nothing is to be hung from ceilings. Decorations are limited to the inside of the building. You are responsible for the removal of any decorations.
- Smoking is not permitted within the building; smoking outside is limited to at least 20' away from all entrances. Please advise your smokers to be considerate of our neighbors. No loud talking or inconsiderate behavior while outside.
- The inner doors of the foyer must be closed during your event; exterior doors should not be propped open.
- **Deposit will be refunded 10 days after event (no exceptions)**

SECTION 8: REQUIREMENTS

Insurance

- Organizations/Businesses must attach a certificate of insurance naming the Borough of Magnolia as an additional insured.
- Individual renters must include proof of homeowners insurance.

Must be provided when application is submitted

- Workers Compensation/Employers Liability: Statutory/ \$500,000.00
- General Liability: \$1,000,000.00
- Automobile Liability: \$1,000,000.00
- Umbrella Liability: \$1,000,000.00/\$2,000,000.00

A true copy of the Certificate of Insurance must be attached and indicate the municipality and applicable associations, recreations, or committees formed by the municipality to organize the "event" must be named as additional insured on all liability policies.

Proof of Residency

- Individual renters must provide proof of residency, For example: drivers license, voter registration, current tax or utility bill in their name.

Proof of Non-Profit

- Organizations must provide proof of their not for profit or 503(c)(3) status.

Organizations/Business for Profit

- Organizations/Business must provide proof of their Business Registration Certificate.

- * **The submission of this application does not guarantee use of the facility. All applications are reviewed on an individual basis. You will be contacted by the Recreation Community Center Manager within fifteen (15) business days from the submission date of the application.**
- * **If you have not heard from the Recreation Community Center Manager within 15 business days, contact the Borough Hall at (856) 783-1520 x112.**
- * **Upon approval of application, payment must be paid in full within two weeks.**
- * **If the event is canceled thirty (30) days or more prior to the scheduled date, payment will be refunded in full. If the event is canceled less than thirty (30) days prior to the scheduled date, the applicant will forfeit fifty percent (50%) of the submitted fee.**

Applicant's Name	Applicant's Signature	Date / /
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**FAILURE TO COMPLY WITH THESE REGULATIONS
WILL RESULT IN THE LOSS OF PRIVILEGES TO USE THE FACILITY**