

# Borough of Westwood Recreation Department

201-664-7882 / [recreation@westwoodnj.gov](mailto:recreation@westwoodnj.gov) / 55 Jefferson Avenue, Westwood NJ 07675



## 2021 APPLICATION FOR USE OF COMMUNITY CENTER

Your event will not be confirmed until all documentation and 50% of the Use Fee has been received.

**Full payment must be made at least 30 days before your event.**

Organization / Family Name: \_\_\_\_\_

Representative / Individual: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Purpose for use of the facility \_\_\_\_\_

Facility requested:    \_\_\_ Meeting Room 1 and 2            \_\_\_ Meeting Room 1 (Kitchen side)    \_\_\_ Meeting Room 2  
                             \_\_\_ Senior Lounge                            \_\_\_ Gym (occupancy 100)                \_\_\_ \*\* Kitchen

Number expected in attendance \_\_\_\_\_ \*\* Use of Oven / Range Top Prohibited

Date(s) to be used: \_\_\_\_\_

Times: Fees are based on the time your event set up begins until the clean up is completed

Set Up Time: \_\_\_\_\_ Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_ End Time: \_\_\_\_\_

Will admission be charged? If yes, for what will the proceeds be used? \_\_\_\_\_

Will you be conducting any form of a Raffle / Door Prizes / Games of Chance? \_\_\_\_\_

Will you have any special equipment / entertainment, etc? If yes, what? \_\_\_\_\_

Another adult attending & willing to be responsible: Name \_\_\_\_\_ Phone \_\_\_\_\_

**I have read and agree to all of the requirements as stated in the Policies and Procedures for Use of the Community Center on the reverse side of this application. I understand that as the person signing this form, I am jointly responsible with the organization for the clean up and for any damages to the facility.**

**\*\*\* I also understand that the game tables and playhouse are not to be used or moved.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**I hereby acknowledge that alcoholic beverages will not be served or consumed during this event.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

### For office use only:

|                             |                               |                    |              |
|-----------------------------|-------------------------------|--------------------|--------------|
| Cert of Insurance: _____    | N.J. Alcohol Permit: _____    | Use Fee: \$ _____  |              |
| Event Insurance: _____      | Borough Alcohol Permit: _____ | Set Up: \$ _____   |              |
| Hold Harmless & D.L.: _____ | Games of Chance _____         | Clean Up: \$ _____ |              |
| Security Deposit: \$ _____  | Deposit Ret'd: _____          | Total: \$ _____    | Rec'd: _____ |

Application Approved By: Recreation Director: \_\_\_\_\_ Dated: \_\_\_\_\_

(F.P.B. if applicable) Fire Prevention Bureau: \_\_\_\_\_ Dated: \_\_\_\_\_

White Copy: Rec Dept  
Yellow Copy: Applicant

**\* Wi-Fi is available in the Community Center \***  
The User Name & Password are located  
above the light switches in the Meeting Rooms

**PERMIT # 21 - \_\_\_\_\_**

# Policies, Procedures and Fees for Use of Community Center 2021

The Borough of Westwood's Community Center is available for Westwood residents and Westwood organizations and non-resident Individuals and Organizations. **Please read the following carefully to understand the requirements of using the Community Center.** To view the facility or to check the availability of a date, contact the Recreation Department. Events will not be confirmed until all documents and fees have been submitted.

- **YOU ARE RESPONSIBLE** for the following unless arrangements have been made with the Recreation Director:
  - Setting up and taking down of all tables and chairs, etc. and properly replacing them on their racks. (Round tables are 5', Oblong tables are 8' long)
  - Sweeping *and* mopping all areas used including the restrooms as necessary.
  - Removal of all trash & recyclables to the appropriate containers in the parking lot.
  - Fire Exit doors must not be blocked at any time under any circumstances.
  - **The playhouse, pool table, game tables are not to be moved or used !**
  - The room partition may only be opened and/or closed by Community Center Staff.
  - The thermostats located throughout the facility are not to be adjusted.
  - All lights should be turned off before leaving the facility.
  - All windows and doors must be closed and locked.
  - The Community Center is a smoke free facility.

**PLEASE INITIAL to verify that you have read and understand your responsibilities.** \_\_\_\_\_
- **A Certificate of Insurance** is required from organizations naming the Borough of Westwood as additional insured and listing the Borough of Westwood, 101 Washington Ave, Westwood N.J as the certificate holder. The policy must have the following limits: \$1,000,000.00 for General Liability and \$1,000,000.00 for Each Occurrence. Individuals using facilities must provide proof of Homeowners or Renters Insurance.
- **A Hold Harmless Agreement** must be completed with a copy of the applicant's driver's license.
- **Alcoholic Beverages:** Are not permitted in the facility unless approved by the Westwood Governing Body. A separate application is required for the consumption of alcoholic beverages which must be completed and approved prior to your event. **If your event will include Alcoholic Beverages the security deposit is \$500.00 and a separate certificate of liability insurance must be obtained;** the Recreation Department will advise you of the requirements.
- **PERMITS:** Subject to cancellation if the event is pre-empted by a Borough / Recreation Department event.
- **DAMAGES:** You will be held financially responsible for any damage to the facility and / or the equipment and / or for any clean-up required by Borough staff as a result of your use of the facility. **PLEASE INITIAL** \_\_\_\_\_
- **KEYS:** Are obtained with your Permit from the Westwood Police Dept (101 Washington Avenue) immediately prior to your event and must be returned immediately after your event. If the key is not returned promptly to the Police Desk after your event a \$25. fee will be charged. If the keys are lost, you will be responsible for all costs involved in replacing the cylinders. Note: To keep the door unlocked and closed, simply push in the side latch and hold it recessed while turning the key. **PLEASE INITIAL** \_\_\_\_\_

**FEES:** Checks are payable to: Borough of Westwood

Resident: Half payment is due when the event is confirmed. Full payment is due 30 days prior.

Non-Resident / For-profit Org. Half payment is due when the event is confirmed. Full payment is due 30 days prior.

No fee for Resident Organization meetings  
Meeting Room # 1 or 2: \$45.00 per hour  
Meeting Rooms # 1 & 2: \$60.00 per hour  
Senior Lounge: \$20.00 per hour  
Use of Kitchen: \$25.00  
Clean Up Fee: For 50-100 people: \$100.00  
Clean Up Fee: 100 or more, Fee to be determined  
Custodial Fee: If requested. Set by Rec. Dir.  
Gym: \$50.00 per hour

Meeting Room # 1 or 2: \$65.00 per hour  
Meeting Rooms # 1 & 2: \$75.00 per hour  
Senior Lounge: \$25.00 per hour  
Use of Kitchen \$25.00  
Clean Up Fee for 50-150 people: \$100.00  
Clean Up Fee: 150 ore more: Fee to be determined  
Custodial Fee If requested, Determined by Rec. Director  
Gym: \$65.00 per hour (Mon-Fri, 4-10 PM)  
Gym: \$55.00 per hour (weekends)

Security Deposit: \$200.00  
Security Deposit with Alcohol Permit: \$500.00

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**BOROUGH OF WESTWOOD  
HOLD HARMLESS AGREEMENT**

BETWEEN THE BOROUGH OF WESTWOOD AND \_\_\_\_\_  
(Organization or Group)

WITNESSETH: 1. In consideration of permission to use the Borough of Westwood facility described below on (give all dates) \_\_\_\_\_

\_\_\_\_\_ in the year 20\_\_ and/or 20\_\_. The applicant does hereby covenant and agree to save and hold the Borough of Westwood, its agents, servants, and employees harmless from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons.

2. Applicant has furnished the Certificate of Insurance naming the Borough of Westwood as an additional insured. This document to be as an additional inducement to the permission for use of premises. A true copy to be attached to the application. Fax copies not acceptable. Subject to review by Borough Administrator.

3. The facility will be used for the following purpose and no other:

4. Number of persons expected to attend

5. Alcoholic beverages will \_\_\_\_ / will not \_\_\_\_ be served at the event.

6. The applicant is a: \_\_\_\_\_ Non-profit corporation  
\_\_\_\_\_ Non-profit association  
\_\_\_\_\_ A For-Profit organization  
\_\_\_\_\_ An individual

If applicant is an association or corporation the undersigned certifies that the executing of the Hold Harmless Agreement has been duly authorized.

7. The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described and the permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, this Hold Harmless Agreement shall be applicable to any claim asserted against the Municipality or any loss incurred arising out of the applicant's activity whether or not same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

8. The applicant acknowledges and agrees to voluntarily assume all risks that the Applicant, the other participants, and our other family member(s) may be exposed to or infected by COVID-19 by attending or participating in any Borough Recreation Program or use of Borough fields; and that such exposure or infection may result in personal injury, illness, permanent disability, and death. The applicant understands that the risk of becoming exposed to or infected by COVID-19 through the use of a Borough Recreation Program or use of Borough fields which may result from the actions, omissions or negligence of myself and others, including, but not limited to the Borough's officials, officers, employees, and volunteers; and other participants/attendees of the program and their families.

9. The applicant shall assume sole responsibility for adhering to N.J. Department of Health Guidelines as specified on its website at: [https://nj.gov/health/cd/documents/topics/NCOV/COVID\\_GuidanceForSportsActivities.pdf](https://nj.gov/health/cd/documents/topics/NCOV/COVID_GuidanceForSportsActivities.pdf) (a copy of these guidelines also located on the Recreation Department website and incorporated herein). **The applicant will ensure that all facilities are cleaned in accordance with the guidelines set forth herein before and after each use of the facilities.**

8. The applicant specifically agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of Westwood for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it for any person or organization acting on its behalf.

9. The undersigned is authorized to execute this Hold Harmless Agreement as the binding act of the applicant.

10. A copy of applicants Drivers License is required.

**APPLICANT PORTION BELOW:**

SIGNED \_\_\_\_\_

POSITION \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_