

**Senior Center/Community Center
Request for Use Form
Township of River Vale
River Vale, New Jersey 07675**

A two week advance notice is required for all requests.

Name of Organization _____

Contact Name _____

Mailing Address _____

Work Phone _____ Home Phone _____

Cell Phone _____ Fax _____

Email Address _____

Number of People _____ Date (s) Requested _____

Time of Day: From _____ to _____

There are approximately 70 chairs and 10 tables available for use at the River Vale Community/Senior Center.

I have read the policies and regulations governing the use of the River Vale Community/Senior Center (as they pertain to all restrictions). I understand that if the facility is not properly cleaned after use, a minimum clean up fee of \$50.00 will be imposed. I assure the Township of River Vale that all policies will be observed and that my organization will assume all responsibility for any damage or loss.

I understand that the Township of River Vale reserves the right to cancel scheduled activities should emergencies arise.

Signature of Applicant

Date

(Do Not Write Below Line – For Town Hall Use ONLY)

Approved _____ Denied _____ Date _____ Initials _____

_____ Hold Harmless Agreement on file _____

Gennaro Rotella – Business Administrator/CFO

Use of Community/Senior Center Policy

The Township of River Vale Community/Senior Center belongs to the community. Prudent use and management of this facility outside of the regular operating schedule, allows the community to benefit more broadly from the use of its own property.

The Township will permit the use of the Community/Senior Center when such permission has been requested in writing and has been approved by the Township Business Administrator or other designated Township employee.

The use of the Community/Senior Center shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law. Use of the facility shall be on a first come, first served basis.

The Township of River Vale may refuse to grant the use the Community/Senior Center whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Tobacco products and related paraphernalia are prohibited at all times in the facility and on the grounds. No one may bring alcoholic beverages onto any Township property. All Community/Senior Center use shall comply with state and local fire, health, safety and police regulations.

The Community/Senior Center shall not be available for use during holidays when the municipal offices are closed.

Use of Township property (i.e. tables and chairs) in conjunction with the use of the facility must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of Township property must accept liability for any damage to or loss of such property that occurs while it is in use. No Township property shall be removed from the Community/Senior Center by any member of any organization for any purpose.

The Township of River Vale shall require that all users of the Community/Senior Center comply with Township policies. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of the River Vale Community/Senior Center shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposed they represent.

HOLD HARMLESS AGREEMENT

BETWEEN THE TOWNSHIP OF RIVER VALE

and

Name of Organization

Address (NOT a Post Office Box)

Telephone Number

Organization Type (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of the use of the River Vale Community/Senior Center on the following date(s):

_____ for the purpose of
_____ the undersigned

agrees to indemnify and hold the Township of River Vale and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above, unless claim is due to the sole negligence of the Township of River Vale, officers, agents, employees.

I understand that this hold harmless agreement also requires that the Township of River Vale is indemnified from any losses or damages resulting from the act or omissions from any guest, participant, visitor or other person attending the event herein referred to, unless due to the sole negligence of the above. Unless waived in writing by the Township of River Vale, I agree to furnish a Certificate of Insurance specifically naming the Township of River Vale as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 combined single limit. Said Certificate shall state that "the issuing company shall mail 30 days written notice to the certificate holder names, certified mail return receipt". It shall

also contain a statement acknowledging this hold harmless agreement. No exceptions or limitations will be accepted.

In order to induce the Township of River Vale to accept this hold harmless agreement, the following information concerning the intended use of the premises is furnished:

- A. Alcoholic beverages will not be served;
- B. Total number of persons anticipated are _____;
- C. Live entertainment (will) or (will not) be provided;
- D. Other _____.

Signed this _____ day of _____, 20____ as the binding act in deed.

Name of organization

Authorized Signature

Signature of Witness

Note: Certificate of Insurance shall be in original form. No photocopies or fax copies shall be accepted. It shall also be signed in ink by the authorized person.



TOWNSHIP OF

RIVER VALE

406 RIVERVALE ROAD, RIVER VALE, BERGEN COUNTY, N.J. 07675

www.rivervalenj.org • 201-664-2346 • Fax: 201-358-7754

April 8, 2014

Dear River Vale Community Center Users:

There have been repeated issues with Center in recent months, pertaining to the condition in which the building is being left after being used. As a result, the Township must remind everyone of the Center's policy, with regard to keeping the Center clean, which will be strictly enforced going forward.

It is as follows: *"I understand that if the facility is not properly cleaned after use, a minimum clean up fee of \$50.00 will be imposed. I assure the Township of River Vale that all policies will be observed and that my organization will assume all responsibility for any damage or loss."*

The Center will be checked after use to ensure it is left in the condition it was in upon arrival. If an organization does not comply with this agreement, that group will be charged a minimum of \$50 in clean up fees, as stated in the policy. In addition, non-compliance will jeopardize future use of the Center by that organization.

Thank you for your anticipated cooperation.

Sincerely,

Gennaro Rotella

Business Administrator, Township of River Vale