

CRANFORD RECREATION AND PARKS DEPARTMENT

220 WALNUT AVE. • CRANFORD, N.J. 07016

(908) 709-7283 Office • (908) 709-7286 Fax • (908) 276-6767 Emergency Information

Application for use of Cranford Community Center Facility

(CRANFORD ORGANIZATIONS MAY RESERVE ROOMS THREE MONTHS IN ADVANCE, ALL OTHERS ONE MONTH)
The undersigned hereby makes application for use of the Community Center Facility.

Dates desired: _____
(Day of the Week) (Date)

between the hours of _____ am/pm and _____ am/pm.

This application is made for the purpose of _____
(holding a meeting, party, program, etc.)

for which admission of \$ _____ per person will be charged.

The funds obtained are to be used for the following purposes: _____

The following items are also requested: _____
(NUMBER of Tables, NUMBER of Chairs, TV/VCR, etc.)

The estimated attendance is expected to be _____

Describe any activities and/or entertainment contracted for the event: _____

Upon approval, the applicant agrees to assume full liability for any damage to property and injury to persons occupying the facility as designated by this application and to adhere to all rules and regulations.

Users must agree to compensate the Township of Cranford for damage to property and/or lose permission to continue use of facilities.

FOR OFFICIAL USE ONLY
of personnel _____
Date _____
Classification _____
Approved _____ Director

Today's Date _____

Applicant (Print) _____

Organization (Print) _____

Signed by: _____
Applicant

Address (Print) _____

Telephone _____

Contact Person (Print) _____

Address (Print) _____

RULES AND REGULATIONS FOR THE USE OF THE BUILDING

1. The Community Center is for use by Cranford residents only. Proof of residency is required.
2. A written application must be submitted to the Recreation and Parks Department **three (3) weeks** in advance of the date for use of the building. An approved yellow copy will be returned as your authority to use the building. A permit is not transferable. When a rental or service charge is required, payment will be made to the Recreation and Parks Department with the application. The Recreation and Parks Department reserves the right to revoke, for cause, permission for the use previously granted.
3. All youth groups must have adequate adult supervision.
4. The use of the Community Center shall normally be between 9:00am and 9:45pm Monday through Thursday, Fridays between 9:00am and 6:00pm and 9:00am and 4:45pm on Saturdays. All applicants must exit the building at the above-specified closing times. The Community Center will be closed on Sundays and all Township holidays.
5. All rooms must be restored to their original order before leaving the building. Any loss, damage or cleaning expenses resulting from applicant's use of said room or rooms will be the applicant's responsibility. Applicant agrees to leave the area in a clean and tidy condition. If decorations are to be used for the scheduled event, it must be noted on the application. All decorations must be flameproof and fire-retardant. Nails and scotch tape cannot be used on the walls.
6. Nothing shall be sold, exhibited, or displayed in the hall area.
7. Any and all organizations granted a permit must conform to the New Jersey State sanitary code pertaining to use of food and beverages enforceable by the Cranford Board of Health. Serving of food and beverages is permitted in all rooms except the Gym and Audio Visual room.
8. No smoking in the building. No intoxicants, narcotics or alcoholic beverages, nor persons under the influence of the same shall be permitted; neither shall profane language, gambling, quarreling or fighting be tolerated.
9. All fire and safety laws regarding public assemblies must be strictly complied with. The number of tickets sold must not exceed the seating capacity of the gym or other rooms for which permit is granted.
10. The Recreation and Parks Department will assign rooms for all applicants. No keys will be issued to any organization or individual.
11. No equipment or fixtures shall be removed from the building. The applicant will be responsible for replacement cost as determined by the Recreation and Parks Department.
12. All persons using the gymnasium must wear sneakers that must be tied; no exceptions. No food/beverages/street shoes permitted in gym.
13. No one is permitted to enter the building without a Recreation Supervisor present. This is for the purpose of security, inspection, and observation, and the employee has the authority to eject unruly persons. The services are not at the disposal of the permit holder unless directed by the Recreation and Parks Department.
14. It is expressly understood and agreed that Persons or Organizations receiving approval of use shall defend, indemnify and save harmless the Township of Cranford, its employees, agents, volunteers and officials against any and all suits, costs, claims, expenses and judgments resulting from use of the facilities.
15. The Recreation and Parks Department programs take priority over all requests and permits. The Township takes priority during all emergencies.
16. The Recreation and Parks Department reserves the right to verify residency at any time.
17. The Recreation and Parks Department/Township of Cranford will not be responsible for lost or stolen property.
18. The New Jersey State sanitary code pertaining to food and beverages, which is enforceable by the Cranford Health Department, is applicable to all applicants. Serving of food and beverages is permitted in all rooms except the gym and Audio Visual room.
19. The Recreation and Parks Department is solely responsible for granting permission for the use of the Community Center, for the rules and regulations governing such use, and for the rental charges to be paid. Only employees of the Recreation and Parks Department shall have access to all parts of the building and grounds. No soliciting.
20. Any organization which charges admission shall be responsible for Federal, State and Local statutes concerning games of chance, tax payments, etc.