



Borough of Magnolia

438 West Evesham Avenue • Magnolia, New Jersey 08049

Borough Hall: (856) 783-1520 Fax: (856) 782-0782

www.magnolia-nj.org

COMMUNITY RECREATION CENTER USE APPLICATION

425 W. Brooke Avenue
Magnolia, New Jersey 08049

PLEASE COMPLETE THIS APPLICATION IN INK. PLEASE PRINT LEGIBLY OR TYPE. ONLY FULLY COMPLETED APPLICATIONS WILL BE CONSIDERED.

Approved _____ Not Approved _____

Date of Application
/ /

SECTION 1: RENTER INFORMATION

Please indicate what type of renter you are:

Non-Profit Community Organization

Please attach proof of 501(c) (3) or nonprofit status and Insurance (see below.)

Non-Profit Organization

Please attach proof of 501(c) (3) or nonprofit status and Insurance (see below.)

Business

Please provide Tax ID and Insurance (\$1,000,000 liability and Borough of Magnolia as an additional insured.)

Individual Resident

Please attach proof of residency such as current tax or utility bill and Insurance (see below.)

Individual Non-Resident

Insurance (see below.)

SECTION 2: PRIMARY CONTACT

Last Name	First Name	Middle	Title

Home Address

City	State	Zip Code

Home Telephone () -	Cellular Telephone () -	Other Telephone/Pager/Fax () -

E-Mail Address



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SECTION 3: ORGANIZATION/BUSINESS INFORMATION

Organization/Business Name

Address

City

State

Zip Code

Telephone

() -

Fax

() -

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?

- **IF YOUR EVENT WILL HAVE ANY KIND OF GAME OF CHANCE, A GAMING LICENSE MUST BE OBTAINED.**
- **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.**
- **THE BOROUGH OF MAGNOLIA WILL REQUIRE A UNIFORMED POLICE OFFICER AT THE COST OF THE RENTER AT \$65.00 PER HOUR, PER OFFICER, FOR ANY EVENT THAT IS SERVING ALCOHOL, AND THE ATTENDEES ARE BELOW 21 YEARS OF AGE.**



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Please indicate what type of use you are proposing:

Single Event

Recurring Event

- **THE CENTER IS NOT AVAILABLE FOR RENTAL ON MONDAY, THURSDAY OR FRIDAY (FRIDAY MAY BE APPROVED PER APPLICATION) 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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- **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?



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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.
- Only tables available are those located in the storage room.
- 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.
- Decorations are permitted but no tacks/staples/nails are permitted.
- 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.
- 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.
- Alcoholic beverages are permitted inside the facility, but not outside the facilities.
- 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.
- 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 within 30 days after the event.
- Deposits must be claimed within 60 days.
- Grace period for time of entry will be 30 minutes. If no arrival within 30 minutes of scheduled entry time, the event will be cancelled, and the opener will leave the facility. Renter will receive payment will be refunded minus the security deposit.



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SECTION 8: REQUIREMENTS – PROOF OF RESIDENCY AND NON-PROFIT PROOF

Insurance

- Individual renters must include proof of homeowner's insurance.

Organizations/Businesses

- Attach a certificate of insurance naming the Borough of Magnolia as an additional insured with the following specifications:
 - 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: DRIVER'S LICENSE, VOTER REGISTRATION, CURRENT TAX/UTILITY BILL IN THEIR NAME.**

PROOF OF NON-PROFIT

- **ORGANIZATIONS MUST PROVIDE PROOF OF THEIR NOT FOR PROFIT OR 501(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 X114.**
- **UPON APPROVAL OF APPLICATION, PAYMENT MUST BE PAID IN FULL WITHIN THIRTY (30) DAYS PRIOR TO THE SCHEDULED EVENT.**
- **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 DEPOSIT.**



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By signing below, I agree to obey all rules, regulations and ordinances and to be responsible for the condition and maintenance of facility and proper behavior of guests. I will be totally and solely responsible for any damages done to the facility. I will be in attendance at the event for the duration of the event. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the Borough of Magnolia, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Magnolia and against any and all claims, demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Borough of Magnolia, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Magnolia, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

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**



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Rental Cost for Gym

Individual Resident	Base Price for Use - \$300.00 *
Non-Resident – Individual/Non-Profit Organization	Base Price for Use - \$550.00 *
Non-Profit Community Organization	\$25.00 per usage - one usage at no charge per year
Business	\$25.00 per hour

* Fee includes the \$50 deposit (see page 1, 3 and 4).

- The Community Center attendant will open the building. You will be contacted one week before the event.
- Clean-up is to begin immediately after the end of the function, or an additional cost will be assessed.
- The Community Center attendant will close building at set time.

Applicant's Name	Applicant's Signature	Date / /
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