

Borough of Maywood
Facility Use Application Form

Resident _____ Non Resident _____ Date _____ Application Number _____

Name of Group or Individual _____

Address _____

Daytime Telephone _____ Evening Telephone _____

Contact Person _____

Day/Date Requested _____

Alternate Day/Date _____

Set Up Time _____ Start Time _____ End Time _____

Type of Event _____

FEES:

Resident:	\$150.00	Security Deposit: \$200.00
Non Resident:	\$200.00	Security Deposit: \$300.00
Non-profit Organizations	N/A	Security Deposit: \$200.00

Maximum occupancy of the Main Room of the Senior Center is 150 persons.
All fees should be made payable to the Borough of Maywood at time of application.
A separate check is required for the security deposit.

One hour set up is included in the rental fee.

Review rules and regulations on the reverse side of this application.

I agree to follow all rules and regulations regarding use of this Facility. My signature below indicates I have read and agree to the Rules and Regulations for use of this Facility.

Signature (must be over 21 years of age)

Date

Borough Administrator ()Approval ()Denial

Date

Borough of Maywood
Senior Center

The Maywood Senior Center is a smoke free facility.

No smoking is permitted on premises or porch.

Alcoholic beverages are prohibited in the Main Room, porch and grounds.

Rental of the Center is limited to the Main Room and Kitchen Area.

All parties will last a maximum of five hours and will end no later than 1:00 pm including clean up.

Clean up includes removal of all decorations, trash must be separated from recyclables, trash sealed in plastic bags and deposited in outside bin, recyclables placed in red containers, kitchen washed down, all food removed, tables and chairs put away and floor swept clean.

As the registered user, you agree to be responsible for all damage that might occur during your event.

The renter is responsible for decorating the room prior to the event and also the clean up of the room at the conclusion of the event. No decorations can be taped, nailed or affixed to the walls or ceiling. All decorations must be removed after the event.

Use of the kitchen is included in the rental. Kitchen includes use of counter space, refrigerator and stove.

Children are to be supervised at all times. A ration of 1 adult to every 10 children is required. Teen parties require a ratio of 1 adult to every 15 teenagers.

Restrooms are to be monitored throughout the event.

Applicant must execute the **Borough's Hold Harmless Agreement** and adhere to the Insurance Requirements set forth within that document.

On the day of the event the key will be provided by the Police Department and must be returned to the Police Department at the end of the event with the attached checklist completed.

Maywood Police Department is notified of all events in the Senior Center and may patrol the area.

I have read, understand and agree to all the rules and regulations as set forth.

Signature (must be over 21 years of age)

Date

BOROUGH OF MAYWOOD
Bergen County, New Jersey

HOLD HARMLESS AGREEMENT

Between the **BOROUGH OF MAYWOOD**,
with principal offices located at: **15 Park Avenue, Maywood, New Jersey 07607**

And

Organization Name

Street Address (Not Post Office Box)

Telephone Number

Contact Person

Organization Type: *(Please Check One)*

- Individual
 Non-Profit Organization
 Profit Making Organization

In consideration for use of municipally owned facilities at _____
_____ on the following date(s): _____

for the purpose of _____,
the undersigned agrees to indemnify, defend and hold the **Borough of Maywood, NJ**
(hereinafter referred to as the "Municipality") and its officers, agents, members, employees and
assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages,
judgements, expenses, costs and attorneys' fees, to the extent allowed by law, arising out of the
use of the above referenced municipal property for the purposes stated above.

I (we) understand this Hold Harmless Agreement also requires the Municipality be indemnified
from any and all liability, claims, demands, damages, judgements, expenses and costs of any
kind to the extent allowed by law, resulting from the acts or omissions from any guest,
participant, visitor or other person attending the event herein referred to, unless waived in
writing by the Municipality.

**HOLD HARMLESS AGREEMENT
USE OF MUNICIPAL FACILITIES**
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I (we) agree to furnish a Certificate of Insurance evidencing Workers Compensation coverage (except for an individual) as well as Auto Liability (as applicable), General Liability, Bodily Injury and Property Damage coverage with minimum limits of liability not less than:

- _____ \$ 300,000. for an Individual
- _____ \$ 500,000. for Non-Profit Organization
- _____ \$1,000,000. for a Profit Making Organization or Corporation

The Certificate of Insurance shall also specifically name the Municipality as an additional insured with respect to General Liability coverage for the event listed above.

It is further understood and agreed, the Municipality is not responsible for personal property of the undersigned or their guests or participants.

The following information concerning the intended use of the premises is furnished:

- a) Alcoholic beverages (will) or (will not) be served.
- b) Total number of persons anticipated is _____.
- c) Live entertainment (will) or (will not) be provided.
- d) Other _____

Signed this _____ day of _____, 200__, as the binding act in deed
of _____
Name of Organization or Party

Authorized Signature

Witness

Print Name

Print Name

NOTE: No photocopied or facsimile copies of this signed original Agreement shall be accepted. Only the original Agreement signed by an authorized individual shall be accepted. No exceptions and/or limitations to this Agreement will be accepted.

MAYWOOD SENIOR CENTER CHECK LIST

- 1. If chairs are taken down by the renter/user they must be restacked to a height no higher than four feet.**
- 2. ___ Floor must be broom clean**
- 3. ___ Tables must be washed and wiped clean**
- 4. ___ Kitchen:**
 - Stove cleaned**
 - Refrigerator cleaned**
 - Sink cleaned**
 - Floor broom Cleaned**
 - Make sure oven and top burners on range are shut-off**
- 5. All lights turned off**
- 6. All Appliances turned off**
- 7. Trash and recycling in proper containers and placed outside the building.**
- 8. Return all keys to the Police Department**

Inspected by _____ **Date** _____
Contact Person
