



Borough of Lincoln Park

34 Chapel Hill Road * Lincoln Park, NJ 07035

973-694-6100 ext #2044 / fax: 973-628-9512

www.lincolnpark.org

www.lpfacilitypermits@bolp.org

Borough of Lincoln Park Facility Use Policy

(Effective January 2018)

It is the policy of the Borough of Lincoln Park that Borough public areas, buildings, parks, playgrounds, fields, or other facilities, (***Borough facilities***), shall be available for community use under conditions prescribed or permitted by the Borough of Lincoln Park when such does not interfere with Borough business or increase expense to the Borough.

Acceptance of Facilities Reservation Forms packet, (**FRF**), shall be restricted to organizations defined in this policy. The Borough of Lincoln Park will permit the use of Borough facilities when such permission has been requested in writing and had been approved by the Superintendent of Recreation or their designee.

The Borough facilities include, but are not limited to the following:

- Community Meeting Room @ Municipal Complex / 34 Chapel Hill Road
 - The Community Meeting Room at the Municipal Complex can accommodate:
 - 120 people with tables and chairs AND
 - 50 people standing
 - Total room capacity not to exceed 170 people
- PAL/Community Center Meeting Room – 10 Boonton Tpke
 - The Meeting Room at the PAL/Community Center can accommodate:
 - 56 people with 10 tables and 56 chairs
 - 70 people with 4 tables and 70 chairs
- PAL/Community Center Gym – 10 Boonton Tpke
 - The Gym at the PAL/Community Center can accommodate:
 - 700 people maximum - standing
 - 450 people with tables and chairs
- Municipal Fields – 34 Chapel Hill Road
- Lanes Field – Ryerson Road
- John Street Field – John Street
- Lynne Park Field - Curtis Drive and West William Street
- Community Lake - Ryerson Road
- Beavertown (Regetz) Park – Pinebrook Road

FORMS - the following forms are part of the Facilities Reservation Forms packet, (**FRF**) and must be completed and returned to the Recreation Department at least thirty (30) days prior to the event/meeting date.

- Facilities Reservation Form
 - The date, time of use, requested area, intended use and the responsible person with current and complete contact information must be specified.
 - Telephone, text and/or informal e-mail requests, without proper documentation attached to the e-mail, will not be considered. The forms can be found on the Borough web-site at www.lincolnpark.org.
- Hold Harmless Agreement
 - Must indicate person responsible and general information including details of the event/meeting.
 - Signatures of responsible individuals.
- Certificate of Insurance / COI.
 - **THE COI IS MANDATORY AND WILL NOT BE WAIVED UNDER ANY CIRCUMSTANCES.**
 - Borough of Lincoln Park must be named as the additional insured.
 - Additional language must be included in the Description of Operations:
 - “The Borough of Lincoln Park along with their respective officers, agents and employees, shall be named as additional insured.”
 - Location, time and date of event(s).
 - COI will document applicable insurance requirements
 - The scheduled event/meeting must fall within the policy term as stated on the Certificate of Insurance.
- Any *outside vendors* providing services and/or equipment to the event/meeting may be required to provide a Certificate of Insurance and the appropriate Hold Harmless Agreement naming the Borough of Lincoln Park as an additional insured for the policy. The terms of the policy should include the event location, date and time.
- Amusements: If the event is to include inflatables such as bounce house or slide or a petting zoo or other amusement, this must be disclosed to the Borough and the vendor must provide proper COI, Hold Harmless and Amusement Ride Hold Harmless at least 20 days prior to the event.
- Requested dates will not be confirmed until all applicable fees and requested forms are received and deemed complete. Submission of the application and/or the receipt of fees shall not be deemed as a grant of the use of the Borough facilities requested. Fees shall be submitted as: cash, money order or certified check - payable to *Borough of Lincoln Park*.

FACILITY USE:

- The use of any facility is on a first come, first served basis.
- Use of facilities will generally be restricted to:
 - Lincoln Park Emergency Services
 - Borough and Council and/or other Borough Department use
 - PAL Programs
 - Borough sponsored and/or Lincoln Park based civic groups, organizations and/or registered charitable non-profits, (proof of non-profit status must be submitted).
 - Other groups ***may*** be reviewed and considered on an individual basis, providing all documentation is provided and in order.
 - Emergent Borough business takes priority over use of any facility.
 - Fees may be assessed when less than 70% of participants are Lincoln Park Residents.
- The Borough reserves the right to cancel the use without advance warning due to inclement weather or emergent circumstances. The “responsible individual” as named on the FRF will be notified.
- The Superintendent of Recreation or their designee shall be notified in advance of any cancellation or postponement. Rescheduling of an event will be subject to availability of the facility requested.
- All activities must occur only on the date and time specified on the approved FRF.
- Borough facilities may not be available for use on holidays.
- Any FRF is subject to review by the Borough’s Administrator.
 - The Borough has the right to refuse any request if, in the opinion of the Administration, it will disrupt Borough business, the safety of Borough employees and/or the health, safety or well-being of the general public.
 - The Borough Administrator may make a determination as to whether security will be necessary. This determination may require your group or organization to pay for either police or custodial presence.
- Granting permission to use any Borough facility should not be construed as an endorsement of any individual or group.
- No facility will be used for unlawful purposes. All activities shall be conducted in an orderly and non-abusive fashion.
- Alcoholic beverages are not permitted at any Borough facility.
- Smoking is prohibited in/on all Borough facilities.
- The use of open flame is prohibited inside any Borough building. Grilling is confined to picnic areas at the Community Lake with permission.
- Gambling, games of chance, raffles and lotteries as prohibited by law are not permitted, unless previously submitted to the Borough Clerk’s Office and approved by the Borough Council.

FACILITY INFORMATION:

- **GENERAL:**

- The approved group is responsible for all set-up and break-down and for ensuring the facility is left in a clean and orderly state.
- Garbage must be collected, bagged and removed from the facility to the nearest Borough dumpster.
- Recycling is MANDATORY and must be separated from the garbage.
- All doors must be secured and all lights turned off at the end of your event. If there is more than one group/organization using the facility, it is the responsibility of all the parties to ensure the facility is secured properly at the end of the evening. Should the building not be secured properly, your rights to use a Borough facility in the future may be rejected.
- Your organization is responsible for supervising any children who may be present.
- Orderly behavior by everyone present is the responsibility of the organization/group.

- **FACILITY ACCESS:**

- If no one attending the event/meeting has access to the building, (i.e. an employee of the Borough, Department Head, etc...), then arrangements must be made prior to the event to allow access with the Superintendent of Recreation or their designee.
- If a key is issued, the person picking up the key will be required to sign another form stating they are the responsible party. It is your responsibility to pick up the key to the building prior to your meeting and to also return it promptly.
- The key should be returned to either the Recreation office the next business day after the meeting or can be placed in the Finance drop box outside the Community Meeting Room doors in an envelope clearly marked for the Recreation Department.
- *The Police Department will not grant access into the building or other facility.*

- **FACILITY EQUIPMENT:**

- Limited Borough furnishings may be used with care taken to protect the floors, walls, tables and chairs. Use of furnishings or equipment from other areas of the facility is strictly forbidden. Borough furnishings should be returned to the original set-up before leaving the facility. The Borough reserves the right to request a deposit to ensure the safekeeping and clean-up of the premises.
- Approval to use specific rooms or facilities does not permit the right to use Borough supplies, equipment, tools, etc...
- The use of tape, nails, screws and/or tacks to affix an item to a wall, floor or ceiling is prohibited. It is the organization's responsibility to provide their own easels or boards to display their items. At no time shall the Borough facility be marked, painted or defaced.

- **FACILITY EQUIPMENT: (continued)**

- Audio-visual and/or electronic equipment must be supplied by the group/organization requesting the use of the facility.
- While the PAL/Community Center is equipped with a kitchen – specific use must be requested and should be clearly identified in the FRF. All other facilities do not offer kitchen facilities. Catered or light snacks can be provided by the group / organization requesting the facility. All food and drinks should be removed at the end of your event

The Borough assumes no responsibility for bodily injury or damage or loss to any personal property or equipment brought into the facility by your organization / group. All items should be removed upon leaving the venue. Any remaining items will be discarded after 24 hours.

Violation of any rule, misuse of any area of Borough facilities and/or use other than what was applied for and permitted for may result in immediate termination of your agreement with the Borough and possible revocation of your group's ability to use any Borough facilities in the future and/or forfeiture of any fees or deposits.

The person (applicant) signing the FRF is responsible for any and all damages done to the facility while their group/organization are using the facility. If any part of the facility is damaged by a member, patron, subcontractor, guest or person admitted into the facility, the applicant is responsible to reimburse the Borough for any damage and/or costs the Borough will have to pay to restore the facility to good order.

Documents to be submitted for consideration of FRF:

1. Facility Reservation Form
2. Hold Harmless Agreement
3. **Certificate of Insurance – with EXACT language as noted on page 2**

Completed forms should be submitted to:

Recreation Department
Borough of Lincoln Park
34 Chapel Hill Road
Lincoln Park, NJ 07035

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