



MOUNT LAUREL TOWNSHIP
RECREATION DEPARTMENT
750 Centerton Road, Mount Laurel, NJ 08054
Phone: (856)234-0001 ext. 1241
Fax: (856)234-8240
Email: shigareda@mountlaurel.com

Dear Mount Laurel Organizations,

Thank you for your interest in using the Mount Laurel Senior Center Meeting & Event Facility. Enclosed you will find an application and a policy regarding use of the building. Please read the policy carefully. If your organization qualifies for use of the building, follow the application procedure as stated within.

Please return your application to:

Mount Laurel Township
Parks & Recreation Department
750 Centerton Road
Mount Laurel, NJ 08054
Attn: Senior Center, Meeting & Events Facility

Best,

Samantha Higareda

Samantha Higareda
Parks & Recreation

FACILITY DEFINITION

The Mount Laurel Township Senior Center, Meeting & Events Facility is a multi-purpose facility that is open all year. It is a location for Mount Laurel Township’s senior residents’ programs, Township sponsored events, organized residents meetings, & events that fall outside of what is considered senior programs.

The Senior Center/Meetings & Events Facility has general purpose meeting room that is divisible into as many as four quadrants. The facility includes meeting rooms, a kitchen area, and bathrooms.

The facility is a public place. All meetings are open to the public. Any member of the public who is in the building may attend any meeting. Any member of the office of the Township Manager shall have access to each portion of the building at all times, subject, of course, to privacy issues within the bathrooms.

All non-Township sponsored programs, meetings, and/or events are subject to the attached agreement. The person signing the agreement for the reservation must take responsibility for use of the room. The individual signing the agreement and the organization to whom the use of the room is granted shall assume full liability for damage to any property in connection with the use of the meeting room and shall be fully responsible for the preservation of order at all times. Applicants with attendance over 50 attendants shall present evidence of insurance for the facility.

All use of any portion of the facility described herein shall be exclusively pursuant to the policies established and recited in these policies and regulations.

Hours of Operation

Monday – Friday

8:00 AM to 4:00 PM

Building is used for Mount Laurel Senior and Township sponsored programs.

Monday – Thursday

4:00 PM to 9:30 PM – Meeting Room(s) Available

Friday Nights & Weekends

Friday Night: 4:00 PM to 9:30 PM

Saturday & Sunday: 2:00 PM to 9:00 PM

Legal Capacity of the Room:

Full Room	200 with tables	400 without tables
Half Room	70 with tables	150 without tables
Quarter Room	40 with tables	80 without tables

EVENTS

Events are fee based. Events are scheduled Friday nights, Saturdays and Sundays and need a special permit. Events may be scheduled during the week under special circumstances but shall follow the same weekend fee schedule. Events subject to the fee schedule will be allowed to have attendees that are not Mount Laurel residents as long as a Mount Laurel resident is in attendance and signs the agreement thereby taking responsibility for the room. The individual and the organization to whom the use of the room is granted shall assume full liability for damage to any property in connection with the use of the meeting room and shall be fully responsible for the preservation of order at all times. Applicants with attendance over 50 attendants shall present evidence of insurance.

EVENT FEE INFORMATION

Payment of fees is accepted in the form of cash or check only.

Event fees include:

A. Rental Fee: See schedule

B. Damage/Compliance Fee: \$400.00

CANCELLATION AND REFUND POLICY

The person who signed the agreement must submit all requests for cancellation in writing. The individual and the organization to whom the use of the room is granted shall be liable for all costs of any additional services already performed regardless of cancellation date.

- A. The Rental fee** for the Multi-Purpose Room or Conference Room is due and payable by the date of the event. Cancellation of an event 45 days prior will result in 50% of the rental fee to be refunded. Cancellation of an event less than 30 days prior will result in loss of the rental and application fees.
- B. The Damage/Compliance Deposit fee** is \$400.00 and is refundable if the conditions of the rental are met. The Damage/Compliance deposit will be refunded if the event is cancelled. Conditions, which lead to withholding part or all of the Damage/Compliance deposit, include, but are not limited to, the following:

- Clean up is not completed as outlined in the facility rules and regulations.
- Police Intervention is needed
- Use of the room exceeds the scheduled rental time.
- The number of persons attending the event exceeds the number of participants listed in the agreement. Equipment is damaged during rental period.
- The event is materially different than approved
- Any prohibited activity as outlined by this document
- Additional staff time charge required for special services or items not on prepaid facility
- Charges but used by renter during the rental period.

Fee Schedule:

Residential Fee	\$100.00 per hour
Non-Residential Fee	\$200.00 per hour
Township Employees	No charge
Damage Fee	\$400.00; refundable if there is no damage
Police Officer Fee	Hourly cost of police officer if alcohol is to be served during event

Application Approvals

Please complete the agreement form and return it, with signed Rules and Regulations to: 100 Mount Laurel Road, Mount Laurel, New Jersey 08054.

Applications will be reviewed and processed after they're determined to be complete. The potential renter will be notified by mail, email or phone as to status of his/her rental request within 10 calendar days of receipt by the Township of the completed agreement. Agreements will be considered complete only after all required forms are signed and submitted and applicable fees and deposits are paid. No dates are held for any group who has not

received approval of the completed agreement. No reservation shall be considered confirmed until such time as a permit is transmitted back to the applicant. **Notwithstanding the valid booking, the Township retains the right to cancel an approved request for unexpected or extraordinary Township purposes. The Township retains the right to deny or cancel any event.**

Once the completed agreement has been accepted and a permit has been issued, the application fee is non-refundable. For cancellation requests received at least 45 calendar days prior to the event date, one half of the paid rental fee will be refunded. Cancellation of an event less than 30 days prior will result in loss of the rental and application fees.

Permission to use the meeting room does not, in any way, constitute an endorsement by the Township of the aims, principles, policies or programs of any group or organization. Certain kinds of programs are not appropriate for the Meeting Facility, even though the group booking the room might meet all requirements. All programs are subject to Township approval. No applicant/group shall interfere with other scheduled groups using the facility.

No programs for which fees are charged may be held unless the Township sponsors them. Organizations or individuals may not charge an admission fee, solicit donations or sell any product(s), items or service for profit or charity at meetings that are held in the Meeting Facility. Use of the Facility shall not be granted for any commercial or profit-making organization.

Facility Use and Rules & Regulations

Events are scheduled hourly. Rental hours include catering, decorating and cleanup time. At least one hour of scheduled time must be allocated for set up/clean up. Please note reservations are made for specific areas only. The Community Center is open to the public and there may be various activities being held at the Center during your event.

Liabilities/Responsibilities of the Renter:

- The applicant or organization shall assume all liability for losses, expenses, damages, demands or claims in connection with or arising out of any injury or damage sustained or alleged to have been sustained, by any person, corporation, firm or company, or any damage or alleged damage to property in connection with the occupancy, maintenance or use of all or any part of said premises by the responsible party and all users of the facility. The responsible party shall indemnify and hold harmless Mount Laurel Township, including the Township Council, agents, employees and volunteers from any and all losses, expenses, damages, demands and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs and demands including attorney fees in connection therewith, or resulting there from. The Township of Mount Laurel is not responsible for accidents, injury or loss of property occurring to any individuals groups while using the meeting room.
- For events with 50 or more people, the applicant is responsible to provide proof of insurance of at least \$1,000,000 general liability with a separate attached endorsement naming Mount Laurel township as additional insured, at the Townships discretion.
- Minors (people under the age of 18) must be adequately chaperoned. There must be one (1) adult per every ten (10) children.
- The applicant and organization are responsible for the conduct of the guests attending the event and are responsible to inform the attendees of all rules and regulations. If your event requires police intervention, all of your Damage/Compliance Deposit will be withheld

- The applicant is responsible to provide police officers and/or parking attendants if the request warrants such services. The Township will advise the applicant if police officers or parking attendants are warranted based on the event description. In the case that an event is approved without police officers or parking attendants but one or both is needed during the actual event the applicant will be required to assume the additional cost of these services.
- If you plan to have music at your event this must be noted on your Application/Rental agreement. Unless otherwise approved by the Director, amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60 dB at the facility boundary. DJ's and musicians must bring their own extension cords, if needed.
- Mount Laurel Township is not responsible for lost, damaged or stolen personal items during your rental period. The Township is not responsible for any item(s) left in the Center after an event.

Prohibited Activities:

- Smoking is not allowed in the Community Center or within 25 feet of any entrance to the building.
- Existing signs placed in the building by the Mount Laurel Township may not be removed, relocated or covered up.
- Outside doors must remain closed throughout any event.
- Equipment brought onsite, which is not specifically approved in writing by the Township, is prohibited and will result in forfeiture of damage/compliance fee.
- Shade tents or awnings are subject to prior approval.
- Decorations must be free standing or tabletop. Floral displays must be freestanding and immediately removed following the conclusion of the event. Tape, tacks, nails, screws, staples or other surface adhesives or objects that may damage the walls or other Township property are not permitted, and will be charged to the individual or organization for any repairs. Tables must be covered prior to use.
- It is against Township policy for any employee to receive any form of cash, gift, tip or gratuity.
- This building is protected by a fire sprinkler and fire alarm system. The use of pyrotechnics or smoke or faux smoke generating devices is prohibited. At no time shall fire protection devices be rendered unusable. This includes the blocking of fire extinguishers, the blocking of fire alarm pull stations, the covering of smoke detectors and/or the covering of audio/visual alarm devices. Decorations shall not be attached to any fire protection device. Marked exits shall not be blocked. In case of fire alarm activation, exit the building immediately in a safe manner. Re-enter only at the direction of Fire Department officials on site.
- Lighted candles or open flames (with the exception of sterno cups) inside any of the rooms are prohibited.
- Nothing may be sprinkled on or applied to the floor.
- Use of the facility equipment must be pre-approved by agreement and is available on a first come, first serve basis, and is subject to availability. Other equipment necessary must be supplied by the organization using the facility, subject to pre-approval of the Township
- Any other activity deemed inappropriate by Mount Laurel Township.

Catering and Kitchen Use

Applicants may provide their own food and beverages, or they may utilize professional caterers for their event. Use of the kitchen requires that the applicant, applicant’s representative, or caterer, meet with the Township at least one week prior to the use date to review use of equipment. Any equipment or decorations brought on site must be delivered and picked up within your reserved time. The applicant is responsible for the condition of the kitchen and for the caterer in charge of renter's event. The kitchen must be returned to the same condition in which it was found at beginning of event.

Set-up and Clean-up

Times designated on the application form must include time for both decoration and clean-up of all decorations and removal of all non-Township equipment and supplies. All non-Township equipment and supplies or equipment, including, but not limited to, band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renter's reserved hours. Nothing may be stored on site without prior approval by the Senior Center, Meetings & Events Director or his/her designee.

Township staff will set up and take down Township provided tables and chairs. Tables should be cleaned and ready to be put away by the Township staff. Please be aware that at no time can exits be covered or obstructed by tables or equipment.

Removing all decorations and placing them in the appropriate provided trash receptacles. Leaving kitchen in a clean condition. Clearing and cleaning of all Township provided tables and chairs. Do not leave any food in the refrigerator/freezer. Completing other cleanup requirements specific to event.

Alcohol Policy

Alcoholic beverages can be served at an event, they are limited to beer and wine. In order to serve alcohol, a police officer must be hired.



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Mount Laurel Senior Center, Meeting & Events Facility Agreement

Name of Organization/Event _____

Insurance Certification (at Township discretion): _____

Total Attendance _____ Number of Adults _____ Children _____

Brief description of use and all activities:

Room Request: (CIRCLE ONE): Full Room Half Room Quarter Room Other

Requested Use Date: _____ Day of Week: _____

Rental Hours: _____ am/pm to _____ am/pm

Needs:

Tables Needed: _____ **Chairs:** _____

Sound System: Yes/No **Music to be Played:** Yes/No **TV:** Yes/No **Food Catered:** Yes/ No

Kitchen: Yes/No **Bounce House:** Yes/No **Alcohol:** Yes/No

NOTE: Rental Hours must include all time needed for decorating/set up, "main event" and clean up. Friday Nights and Weekends are subject to the attached fee schedule.

Contact Person: _____ **Title:** _____

Address: _____ **City/State:** _____ **Zip:** _____

Phone Number: _____ **Fax:** _____ **Email:** _____

Signature _____ **Date:** _____

Alternate Contact Person: _____ **Title:** _____

Address: _____ **City/State:** _____ **Zip:** _____

Phone Number: _____ **Fax:** _____ **Email:** _____

I have read the Mount Laurel Township Rules and Regulations for the facility (ies) I have requested, and agree to, and will abide by these rules and regulations before, during and after the event.

Initial: _____

I understand that in an emergency or for reasons beyond the control Mount Laurel Township, Mount Laurel Township reserves the right to cancel any scheduled event prior to scheduled use without liability. A full refund will be granted in the event the reservation is cancelled by Mount Laurel Township.

Initial: _____

I understand that any cancellations or changes to this application, once approved, must be done in writing to the Recreation Department, by the person who signed the contract.

Initial: _____

I understand that cancellation requests received at least 45 calendar days prior to the event date will be refunded half of the paid rental fee. For cancellations made less than 45 calendar days of the event, only the Damage/Compliance portion of the rental fees will be refunded.

Initial: _____

I understand that I shall be liable for any and all costs for services already performed that are associated with this request, including reasonable attorney/legal fees, if necessary.

Initial: _____

I understand that there is a liability insurance requirement for this rental, and must be provided at least 10 calendar days prior to my event date.

Initial: _____

I understand that the total rental fee for the Multi-Purpose Room or Conference Room is due and payable at the facility rental meeting.

Initial: _____

I certify that the information above is accurate and correct. I have read the rules and regulations pertaining to the use of the Community Center and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract and (3) reimburse Mount Laurel Township for any loss or damage to Mount Laurel Township equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless Mount Laurel Township from any and all liability or claims or damage or injury to person or property of the undersigned due to user's use of said facility (ies), by reason of any act or omission by Mount Laurel Township or any of its officers, agents or employees or the condition of its property

Print Name of Responsible Person

Signature of Responsible Person Date

FOR MOUNT LAUREL TOWNSHIP PERSONNEL USE ONLY		
Rental Fee: _____	Damage/Compliance Fee: _____	Payment Method: [] Cash [] Check
Payment Amount: _____	Check # _____	Date: _____ Initials: _____
Date of Receipt: _____	Date Approved: _____	Date Denied: _____