

Barnegat Township Recreation Facility Use Application

Date of Application: _____

REMINDER: Applicant's must go to the Police Department and sign out key the day of the event.

Name of Organization: _____

Contact Person Name: _____

Address: _____

Home Phone: _____ Cell: _____

Email: _____

Will you be responsible for the building on the day of your Event? _____

If not, who will be in attendance and responsible? _____

Date requested: _____ Time: _____ to _____
(Allow time to set-up and clean-up in your request)

Community Center Room Requested

Room A _____ Room B (Kitchen side) _____ Kitchen _____

of tables needed _____ # of chairs needed _____

Description of your event: _____

Is this a fundraising event? YES ___ NO ___

If needed, are your permits in order? _____ Do you have non profit status? _____

We require a copy of all publicity materials released to the public _____

Total Participants: _____ Max number of participants is 275 as per fire code in Community Center.

Age of Participants: _____ the child/ adult ratio is 15:1, 1 adult chaperone per 15 children.

Insurance Certificate on File: _____ New Application with Insurance attached: _____

All applicants must have liability insurance in the amount of \$1,000,000 and provide a copy of the certificate on which Barnegat Township is named as the Certificate Holder.

As a representative of the organization applying, the undersigned agrees to the use of Barnegat Township Facilities in accordance with all the rules and regulations and policies provided by Barnegat Township. The undersigned, acting for and on behalf of the organization does hereby certify that A) he/she has the authority to act on behalf of said organization, B) that said organization does hereby agree to indemnify, defend and hold harmless the Township of Barnegat, its employees or volunteers in the event of accident or injury while utilizing Township Facilities.

Date: _____ Name of Applicant: _____

Organization: _____

Signature of Applicant: _____



To be completed and signed by a Township Official

Date: _____ Township Official: _____

Approved: _____ Denied: _____

Reason: _____

*Security deposit required: _____ amount: _____

* Security deposits will be refunded when it has been deemed that the facility was left in satisfactory condition. If the facility was left in unsatisfactory condition, the Township will refund only that portion not used to return the facility to satisfactory condition. Leaving the facilities in unsatisfactory condition will jeopardize future use by your organization.

*We require a Township Employee on site: Yes____ No____

(salaries for required personnel, at the rate of \$15 per hour, are the responsibility of the booking organization)

**We require a Police Officer on site: Yes____ No____

(salaries for required Police Officers, at the officer's current rate of pay, are the responsibility of the booking organization)

KITCHEN RULES

When using the cooking equipment (stove, oven or convection oven) be aware that the entire stove is extremely hot.

- 1) The kitchen is to be left neat and clean upon leaving.
 - A) When using the stove turn on the vent switch located above the hand sink.
 - B) All counters and tables are to be wiped down and returned to their original positions.
 - C) Wipe down sinks and empty strainers.
 - D) Make sure that all six pilot lights are lit and knobs are in the off position when you leave.
 - E) Wipe oven warming shelf, front of oven doors, backsplash, convection oven doors and refrigerator doors. Use an all-purpose spray. Do not use steel wool on the stainless steel surfaces.
 - F) This is a commercial stove. Cooking time will be faster than your home stove.
 - G) Turn off ovens and vents.
- 2) Remove all your organizations food from freezer and refrigerator.
- 3) Empty all trash and replace liners. Liners are located in the janitor's room off the kitchen. All trash must be taken outside and placed into the green dumpster located next to the Publics Works building.
- 4) Place recyclables in proper containers located in every room including the kitchen. These do not have to be emptied.
- 5) Return all chairs and tables to their racks.
- 6) Sweep main room floors and mop if necessary.
- 7) The contact person should be the last person to leave the building.
 - a. Check all windows and all doors (main doors and emergency exits)
 - b. Turn off all light (main rooms, kitchen, utility room and bathrooms)
 - c. Lock all doors
 - d. Fill out the required check lists and place in the pocket on the Recreation Office door (failure to do this will jeopardize future use of the building).**
 - e. Return the key to the Police

Many times there are back to back events scheduled in this facility. If the building and/or the kitchen has not been properly cleaned by the group before you, please make a note on your checklist before placing in pocket on Recreation Office door.

KITCHEN CHECKLIST

Name of organization: _____

Date of usage: _____ Time: _____

Organization's representative on site: _____

Township employee checking building: _____

Date and time of inspection: _____

I have checked the building before our event and have noted the following problems: _____

- _____ 1. All counters wiped down
- _____ 2. Sink cleaned and strainers emptied
- _____ 3. All vents and ovens turned off
- _____ 4. Stove top wiped
- _____ 5. Griddle cleaned
- _____ 6. All appliances wiped down
- _____ 7. Microwave cleaned
- _____ 8. All food and supplies removed
- _____ 9. All recyclables in proper containers
- _____ 10. All trash emptied and liners replaced
- _____ 11. Floors cleaned
- _____ 12. All windows and emergency exits checked
- _____ 13. Pilot lights on stove and burners must stay lit

I have checked the building after our event and will return the key to the Police Department.

Signature of representative: _____

COMMUNITY CENTER REGULATIONS AND CLEANING PROCEDURES

- 1) The Township will bill the organization using the facility for full compensation for damages to the building, grounds and equipment.
- 2) The Township mandated closing hours are 12 midnight with the exception of New Years Eve which is 2am.
- 3) No alcoholic beverages are permitted.
- 4) All tables and chairs are to be returned to their proper place.
- 5) Groups are restricted to a maximum of 275 people as per the fire code. A ratio of adult chaperones to children under the age of 18 is 1:15.
- 6) This is a Smoke free building.
- 7) A representative from your group must meet with a representative of the Recreation Department to review policies and key pad procedures.
- 8) All garbage must be bagged and placed in the green trash bin located outside of the building near the Public Works Facility. Replace liner in all trash cans. Replacement liners are located in the janitor's room off the kitchen.
- 9) **Please Recycle!** Place recyclables in proper containers located in all rooms. These do not have to be emptied.
- 10) Sweep main room floors. Mop if necessary. Broom, mop and vacuum are located in the janitor's room off the kitchen.
- 11) Vacuum hallway rug. Vacuum is located in the janitor's room.
- 12) Check bathrooms and wipe sinks.
- 13) Turn off all lights and fans.
- 14) Properly secure building, all doors and windows.

The facility is maintained and operated by the Township of Barnegat. We take pride in our facility and those who use our facility must also share this pride and the responsible for the overall condition of the building. Thank you

COMMUNITY CENTER BUILDING CHECKLIST

Name of organization: _____

Date of usage: _____ Time: _____

Organization's representative on site: _____

Township employee checking building: _____

Date and time of inspection: _____

I have checked the building before our event and have noted the following problems: _____

- _____ 1) Tables and chairs have been returned to their proper place.
- _____ 2) Bathrooms have been inspected.
- _____ 3) Hallway rug has been properly vacuumed.
- _____ 4) Floors have been swept.
- _____ 5) Floors have been moped if necessary.
- _____ 6) All equipment has been returned to the appropriate places.
- _____ 7) All windows and emergency exits have been checked and are properly secured.
- _____ 8) An inspection of the walls has been made and there is no damage.
- _____ 9) An inspection of the area around the Community Center has been made and cleaned if necessary.
- _____ 10) All trash cans have been emptied and the liners replaced.
- _____ 11) We have recycled all cans and bottles to the proper cans.
These do not need to be emptied.

I have checked the building after our event and will return the key to the police Department.

Signature of representative: _____

