

**BOARD OF RECREATION COMMISSIONERS  
MILLBURN TOWNSHIP RECREATION  
APPLICATION FOR USE OF ROOM OR PICNIC FACILITY**

In order to ensure proper scheduling of facilities, all applications must be submitted at least 14 days prior to anticipated use and will not be accepted for longer than six months in advance. Organizations, groups or individuals may apply for up to 4 rentals dates in a 6 month period. For any additional rentals, applications may only be submitted after the fourth rental date. There is no parking allowed in Taylor Park, parking is limited to nearby streets in accordance with posted parking regulations.

ORGANIZATION/INDIVIDUAL: \_\_\_\_\_

DATE(s) REQUESTED: \_\_\_\_\_ HOURS REQUESTED: \_\_\_\_\_

NATURE OF RENTAL: \_\_\_\_\_ NUMBER OF PERSONS EXPECTED: \_\_\_\_\_

**(Include time for preparation/program duration/clean-up)**

Applicant must be a Millburn Township Resident and Programs must be free of any admission charge, fees, donations or sale of goods except for rentals that include activities of a nonprofit 501c-3 organization with a majority of participants being Millburn residents. Distribution of pamphlets or flyers for any program must be pre-approved by the Recreation Department. Cleanup is the responsibility of the renter. Cleaning/damage deposit may be required. **Extra charge will be assessed for any damages or excess time used.** If renting the picnic area, I have read and agree to comply with the Recreation Department's **Lightning Warning Procedures** included herein. **Youth groups must be supervised/chaperoned at a ratio of 1 adult (21 or older) for every 10 youth under the age of 18. Adult supervisors/chaperones are responsible for the behavior and safety of group members. Open flames, including candles, liquid fuels, incense and use of hazardous materials are prohibited.**

SIGNATURE OF ACKNOWLEDGMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

BAUER COMMUNITY CENTER (Room capacities in parenthesis – fees on reverse side of application) GERO PARK CENTER

Assembly Room _____	Fireplace Room _____	Meeting Room _____
Youth Room _____	Conference Room _____	Party Room _____
Kitchen _____	Restrooms (with no room rental) _____	Restrooms (with no room rental) _____

EQUIPMENT NEEDED (How many?) If nonprofit 501c-3, list items and amounts of donations, sale of goods, etc. \_\_\_\_\_

Long Tables \_\_\_\_\_

Chairs \_\_\_\_\_ Other \_\_\_\_\_

Will you, the applicant, be bringing in equipment? If so, please indicate: \_\_\_\_\_

TAYLOR PARK PICNIC AREA \_\_\_\_\_ (non holiday weekdays only unless applicant is a Millburn nonprofit, religious or civic organization)  
Limited to groups of 50 to 125 with no permit required for groups under 50. Limited to times when Twp. approved activities in Taylor Park are not in session. No sound amplification per ordinance. Individuals or organizations are limited to two uses/rentals per year.

SERVICES & ACTIVITIES: Will you be bringing in a contractor (such as a caterer, vendor, entertainment or other agent) or 501c-3 organization?  
Please check one Yes \_\_\_\_\_ No \_\_\_\_\_

Specify services, activity and/or equipment the contractor/contractor will provide: \_\_\_\_\_

- If you bring in a contractor or a 501c-3, they must provide their Insurance Certificate(s). The Insurance Certificate(s) must name Millburn Township and the Millburn Recreation Department as additional insured parties and limits of liability must be at least \$2,000,000.00 combined single limit.

**DAMAGE INDEMNIFICATION AND APPLICANT HOLD HARMLESS AGREEMENT**

The undersigned agrees to assume responsibility for the preservation of order at said location and liability for any damage thereto and for the observance of all policies, rules and regulations of the Millburn Recreation Commission and the Township of Millburn, and further release Millburn Township, the Millburn Recreation Department, Millburn Recreation Commission and their respective officials, employees and agents (collectively the Township parties) from any liability of any kind whatsoever arising out of participants, organization and/or sponsoring of said activity. The undersigned further agrees to indemnify and hold harmless each of the Township parties from and against any and all actions, causes of action, losses, damages, liabilities and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of said activity. The undersigned is at least 21 years of age, a Millburn Township resident or if applicable, an officer of a nonprofit 501c-3 organization and intend to be bound by this agreement. I HAVE RECEIVED AND READ THE PARKS & FACILITIES USE RENTAL POLICY, AND I UNDERSTAND THAT I AM PERSONALLY RESPONSIBLE FOR MY GROUP'S ADHERENCE TO SAME.

NAME of RESIDENT \_\_\_\_\_ PHONE (Day) \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE (Cell) \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

If applicable:  
501c-3 name \_\_\_\_\_ ADDRESS \_\_\_\_\_ Tax ID# \_\_\_\_\_ **Copy of W-9** \_\_\_\_\_

NAME of 501c-3 OFFICIAL \_\_\_\_\_ SIGNATURE OF 501c-3 OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

**FOR DEPARTMENT USE ONLY** -----

APPROVED BY (Recreation Official) \_\_\_\_\_ DATE \_\_\_\_\_

Insurance Certificate(s): Contractor \_\_\_\_\_ 501c-3 \_\_\_\_\_

Rental Fee \_\_\_\_\_  
Deposit Fee \_\_\_\_\_ (if applicable)

\*Rentals are subject to availability and Recreation Dept. Programs take precedence over all applications.

**WEEKDAY Rental Hours & Rental Fee Information:**

**Millburn based Non-profit, Religious or Civic Organization      Millburn Residents**

**Monday – Friday 9:00 am – 10:00 pm**

**Bauer Community Center Rooms**

Assembly Room	\$20.00 per hour	\$35.00 per hour
Other Rooms:	\$15.00 per hour	\$20.00 per hour
Kitchen Use	\$15.00 per event	\$15.00 per event

**Gero Park Rooms**

Meeting or Party Room	\$15.00 per hour	\$20.00 per hour
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**WEEKEND Rental Hours & Rental Fee Information:**

**Millburn based Non-profit, Religious or Civic Organization      Millburn Residents**

**Saturday and Sunday 9:00 am – 10 pm**

**Bauer Community Center Rooms**

Assembly Room	\$35.00 per hour	\$65.00 per hour
Other Rooms	\$20.00 per hour	\$40.00 per hour
Kitchen Use	\$20.00 per event	\$20.00 per event

**Gero Park Rooms**

Meeting or Party Room	\$20.00 per hour	\$40.00 per hour
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<b>Restrooms @ Bauer or Gero</b> (not associated with a room rental)	\$15.00 per hour	\$20.00 per hour
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<b>Taylor Park Picnic Area – Non Holiday weekdays only</b> (unless Millburn based nonprofit, religious or civic organization)	\$30.00 per hour	\$30.00 per hour
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**ROOM SIZE:** @Bauer - Assembly 60' x 43', Youth 29' x 29', Fireplace 18' x 18' @Gero – Party Rm. 27' x 19', Meeting Rm. 20' x 20'

Rental fees for facility use by the Board of Education programs, may be waived upon prior approval by the Recreation Department

**LIGHTNING WARNING PROCEDURES**

It is the policy of the Millburn Township Recreation Department to immediately suspend all outdoor programs or organized activities at any Township park, at the first indication of approaching lightning. All persons in attendance should immediately vacate the area and seek safety in an appropriate shelter, house, automobile, or other protected area.

In order to comply with this policy, all individuals are to follow the procedures listed below.

- Coaches, team trainers, permit holders or persons in charge of the group using the field/area should be aware of any changing weather conditions by observing the weather. Where possible, listen to weather broadcasts or use weather internet sites for weather warnings prior to and during attendance at an outdoor activity.
- Once a coach, team trainer, permit holder or person in charge of the group using the field/area has established, that there is a potential for lightning in the area, all outdoor programs or organized activities must immediately be suspended and all persons should immediately vacate the area and seek safety in an appropriate shelter, house, automobile, etc.
- No outdoor activity should be permitted to resume until 30 minutes after the last lightning strike is witnessed or thunder is heard, whichever is last.

(Revised 7/13/16)

**DIAGRAM OF BUILDINGS & PICNIC AREAS**



**Bauer Community Center, Taylor Park (100 Main Street, Millburn, NJ)**



**BAUER COMMUNITY CENTER - TAYLOR PARK  
ASSEMBLY ROOM  
(60 X 43)**



**BAUER COMMUNITY CENTER - TAYLOR PARK  
YOUTH ROOM  
(29 X 29)**



**BAUER COMMUNITY CENTER - TAYLOR PARK  
FIREPLACE ROOM  
(30 x 27)**





**BAUER COMMUNITY CENTER - TAYLOR PARK  
CONFERENCE ROOM  
(28 x 16)**

# BAUER COMMUNITY CENTER - TAYLOR PARK KITCHEN



**Gero Park Recreation Center (357 White Oak Ridge, Short Hills, NJ)**



**GERO PARK RECREATION CENTER – PARTY ROOM**  
**(27 X 19)**

