

**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. See additional regulations on back side of application.**

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 General Liability must be at least \$1 Million per occurrence and \$2 Million General Aggregate. Note: Higher liability limits maybe required depending on type of activity.

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 _____ Email _____ DATE _____

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

If 501c-3 NAME OF OFFICIAL _____ SIGNATURE OF 501c-3 OFFICIAL _____ DATE _____

Email of Official _____ Phone of Official (day) _____ (cell) _____

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

APPROVED BY (Recreation Official) _____ DATE _____ Rental Fee _____

Insurance Certificate(s): Contractor _____ 501c-3 _____ 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, Millburn Residents
Religious or Civic
Organization**

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, Millburn Residents
Religious or Civic
Organization**

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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Restrooms @ Bauer or Gero (not associated with a room rental) \$15.00 per hour \$20.00 per hour

**Taylor Park Picnic Area – Non Holiday weekdays only
(unless Millburn based nonprofit, religious or civic organization)** \$30.00 per hour \$30.00 per hour

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
Building Use Regulations & Procedures

OPERATION & PARKING OF VEHICLES

No person shall in any park operate or park any vehicle except in Taylor Park, vehicles are allowed to use the designated driveways to the Bauer Community Center to park momentarily to unload and pick up handicapped persons or supplies. Vehicles momentarily unloading or loading supplies may only do so at the Kitchen door entrance located at the rear, north corner of the building.

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 7/23/18)

DIAGRAM OF BUILDINGS & PICNIC AREAS



I have read & understand the above regulations and procedures and will comply.

Signature _____

Date _____

Summary of Changes to Building and Taylor Park Picnic Rentals

1. A Millburn resident whose rental includes activities of a 501c-3 with a majority of the participants being Millburn residents, can charge a donation fee, fundraise, sell goods in the building, auction items, etc. (they would still need a license for a 50/50 raffle). Resident still has to apply however if bringing in a 501c-3, we get the 501c-3 organization signature on application and hold harmless and also a 501c-3's insurance certificate.
2. "Other room" rental went up \$5 – existing fee did not cover expenses, especially when have to hire someone on demand to come in a cover an hour meeting, etc.
3. Picnic area, still ok to rent on non holiday weekdays, but now charging and also allowing for the first time, picnic area rentals on weekends for community groups only (Millburn based nonprofit, religious or civic organizations) and if Taylor Park is not being used for rec programs, etc. Picnic area use could bring in a 501c-3 and fundraise, however cannot solicit other park users. Picnic rentals limited to 2 uses per year/individual or group.
4. Lightning warning incorporated into application (especially to cover picnic rentals).
5. Insurance increased to \$2M combined single limit