



Borough of Lindenwold

15 N. White Horse Pike
Lindenwold, NJ 08021
www.lindenwoldnj.gov
email: clerk@lindenwold.net

FOR OFFICIAL USE ONLY	
Received	Approval
Initials	Yes / No
Date / /	Date / /
See:	Pynt:
Date	Date

SENIOR CITIZENS COMMUNITY CENTER USE APPLICATION

2119 S. White Horse Pike, Lindenwold, NJ 08021

PLEASE PRINT LEGIBLY IN INK OR TYPE. ONLY FULLY COMPLETED APPLICATIONS WILL BE CONSIDERED.

SECTION 1: EVENT DETAILS

SEE FURTHER INSTRUCTIONS UNDER SECTION 5 AND 6 BEFORE COMPLETEING THIS SECTION

Please complete the below regarding your event details:

If single event:

Date of Event
/ /

Start Time

End Time

Please list the number attendees
and age range:

If recurring event:

Start Date	End Date	MON	FRI
/ /	/ /	TUE	SAT
Start time	End Time	WED	SUN
		THR	

Type of event:

- ☐ Organized Sport
- ☐ Meeting
- ☐ Social event
- ☐ Private Party
- ☐ Other

Title of event:

Please describe your event in detail:

Please list which room(s) you will be occupying:

☐ Meeting Room

☐ Kitchen

Please list any equipment you may be bringing (sporting equipment, large sound equipment, etc.):

SECTION 2: RENTER INFORMATION

Please indicate what type of renter you are:

☐ Non-Profit Community Organization ☐ Other Non-Profit Organization
☐ Individual Resident ☐ Individual Non-Resident
☐ Business (Tax ID Number _____)

- Non-Profit organizations must submit a 501(c)(3) and proof of insurance (see section 6)
- Businesses must provide Tax ID number (above) as well as proof of insurance (see section 6)
- Residents of Lindenwold must provide proof of residency and insurance (see section 6)
- Non-Residents of Lindenwold must provide insurance (see section 6)

Primary Contact Name

Street Address

City

State

Zip

Home Phone

()

Cell

()

Email Address

Business / Organization Name

Organization Address

City

State

Zip

Main Phone

()

Extension

Fax Number

()

SECTION 3: EMERGENCY CONTACT

EMERGENCY CONTACT MUST BE DIFFERENT FROM PRIMARY CONTACT

Name

Home Phone

Cell

SECTION 4: ADDITIONAL INFORMATION

(To be completed by the Borough if necessary)

- The Borough of Lindenwold requires a uniformed police officer at an event at the cost to the renter at \$65.00 per hour per officer. The police officer shall be permitted to video and audio tape the function.

SECTION 5: COMMUNITY CENTER HOURS AND INFORMATION

Hours of availability

The Community Center is available to rent from the hours of 8:00 am to 10:00 pm.

The Community Center is not available to rent on any Federal Holiday.

Events and clean-up must be finalized by 11:00 pm at which time doors will be locked.

Extended times may be granted with permission from the Borough.

Capacity

The capacity of the Community Center is 200 people

You must notify the Borough if your event will have more than 150 people in attendance.

Length of rental

The Community Center may only be rented for a period not to exceed 6 hours.

This allows for a one hour set up, one hour clean up, and a four-hour event.

Additional time may be given with permission from the Borough.

Cancellation

If the event is canceled thirty-one (31) days or more prior to the scheduled date, full payment will be refunded.

If the event is canceled thirty (30) days or less prior to the scheduled date, the applicant will forfeit deposit.

The Borough of Lindenwold reserves the right to cancel or change any rental dates and times if needed. Applicant will be refunded the full cost of rental for the cancelled event. The Borough does not assume responsibility for any additional costs, charges, or expenses to the applicant.

SECTION 6: REQUIREMENTS AND INSURANCE

All Applicants (Renters) applying for use of the Lindenwold Senior Center for any purpose, including all individuals, business entities, and/or organizations, shall maintain a policy of General Liability Insurance naming the Borough of Lindenwold as an additional insured in a minimum amount of \$1,000,000.00 (One Million Dollars) of liability coverage. The policy shall remain in effect through the course of this Agreement, and shall remain in effect on the date(s) of use of the facility. Applicant may not cancel, modify, or otherwise amend the policy of insurance without prior written notice to the Borough of Lindenwold, and obtaining written consent of the Borough of Lindenwold to the cancellation, modification, and/or amendment. A true copy of the Certificate of Insurance must be attached to the application to use the facility, and must indicate that the Borough of Lindenwold is an additional insured on the Policy of Liability Insurance. If the Renter is an Organization and/or Business, a New Jersey Business Registration Certificate must be attached to the application as well.

A failure to submit the proper Insurance Certificate and/or Business Registration Certificate shall result in a denial of the application to use the facility.

SECTION 7: RENTAL FEE

Individual Resident

\$650.00 base fee and \$650.00 security deposit

Non Resident - Individual / Non-Profit Organization

\$650.00 base fee and \$650.00 security deposit

Non-Profit Community Organization

\$650.00 per use and \$650.00 security deposit

Business

\$650.00 Base fee and \$650.00 and security deposit

Base fee covers all events up to six (6) hours

Additional hours may be granted with permission from the Borough.

Security deposit

Must be included at the time of application submission.

The Borough has up to and including five (5) business days after the event to assess the cleanliness of the Community Center. In the event that the Community Center is not clean according to the standards listed in the cleaning schedule, the Borough will notify the renter and the Security deposit will be forfeited. If the Community Center is clean upon inspection of the Borough employee, the security deposit will be returned within 30 days of the event.

Submitting the application

Submission of the application does not guarantee use of the facility. This application will be reviewed and you will be contacted within 15 business days of submission.

SECTION 8: RULES AND REGULATIONS

Responsibility of the Applicant:

1. The Applicant agrees to abide by all terms of this Agreement, and the Rules and Regulations as set forth herein. Applicant shall require all guests and visitors to abide by the terms of this Agreement and the Rules and Regulations as set forth herein, as pertain to the use of the facility.
2. The Applicant (Renter), and any individual members, shareholders, owners, principals, and/or agents thereof, shall be individually and personally responsible for all damages to the facility, in addition to all losses, causes of action, damages, claims for injuries, claims for bodily injury, and all other claims arising out of this agreement, and/or arising out of, caused, and/or incurred as a result of the applicant's use of the facility. The Applicant and all individual members, shareholders, owners, principals and/or agents thereof shall personally guarantee all obligations set forth in this agreement, and specifically agree to indemnify, defend, and hold the Borough of Lindenwold, including its elected and appointed officials, its agents, employees, and volunteers, harmless with respect to any and all claims arising from this Agreement and Application. The Applicant and all individual members, shareholders, owners, principals and/or agents thereof shall defend, indemnify, and hold the Borough of Lindenwold, including its elected and appointed officials, its agents, employees, and volunteers harmless, against all third party claims, demands, suits, losses, including all costs connected therewith, for any damages which may be asserted, claimed, or recovered against or from The Borough of Lindenwold, including its elected and appointed officials, its agents, employees, and volunteers. The signatory below warrants, guarantees, and affirms that he/she/they have authority to enter into this agreement, and make this application, on behalf of the business entity and/or organization set forth below, and to bind all individual members, shareholders, principals, agents and/or owners to the terms and obligations as set forth herein.
3. The individual signing this Agreement/Application shall personally attend the referenced event, and shall remain on premises for the entirety of the event, until relieved by the Borough employee who shall close and secure the premises.
4. The Applicant (Renter) may not sublease, assign, or otherwise transfer his/her/their right to use the facility to any other party.
5. The Applicant (Renter) must use the facility for the purpose stated in the Rental Agreement ONLY, and no other purpose.
6. The facility will be closed no later than 11:00 P.M.
7. The Borough of Lindenwold requires Security Personnel for any affair, function or event. Security shall consist of one off-duty Lindenwold Police Officer, who shall be present at the entirety of the event. The Security Officer-Off Duty Police Officer is authorized by the Applicant to both audio and video record the entirety of the event, and all occurrences that transpire therein, utilizing a vest camera, and any other recording equipment. The Applicant(Renter) shall pre-pay an hourly charge for Security in the amount of \$65.00, with a 4 (Four) Hour Minimum.
8. All Fees and charges set forth herein are due and payable to the Borough of Lindenwold at least 30 days prior to the date of the scheduled event. All events must be scheduled with the Borough of Lindenwold at least 60 (Sixty) days in advance. Failure to pay all fees timely shall result in an immediate denial of the application.
9. NO ALCOHOLIC BEVERAGES ARE PERMITTED IN, ON, AROUND, OR OUTSIDE OF THE PREMISES. THE CONSUMPTION, SALE, POSSESSION, OR USE OF ALCOHOLIC BEVERAGES WILL RESULT IN THE PROSECUTION OF CRIMINAL CHARGES AND/OR CIVIL PENALTIES AGAINST ALL RESPONSIBLE PARTIES TO THE FULLEST EXTENT OF THE LAW, AS WELL AS IMMEDIATE FORFEITURE OF ALL DEPOSITS.
10. Lewd, lascivious, and illegal activities, including but not limited to exotic dancing, strip tease, wet t-shirt contests, lingerie parties, gambling, ect. are PROHIBITED AT THIS FACILITY. ANY VIOLATION WILL RESULT IN THE PROSECUTION OF CRIMINAL CHARGES AND/OR CIVIL PENALTIES AGAINST ALL RESPONSIBLE PARTIES TO THE FULLEST EXTENT OF THE LAW, AS WELL AS IMMEDIATE FORFEITURE OF ALL DEPOSITS.
11. The Applicant (Renter) shall be solely responsible to properly set up and take down all tables, chairs, and other furniture used at the event.
12. The Mayor and Borough Council shall have and retain the authority to make administrative decisions regarding each planned event on a case by case basis. This includes cancellation of an event.
13. In the event damages, or costs to clean the facility, exceed the deposit, The Borough of Lindenwold shall send an invoice to the responsible party which shall be paid within 30 (Thirty) days of receipt. The invoice balance shall incur interest at 18% annum, until such time as paid in full. Applicant (Renter) agrees to pay all costs incurred by the Borough as a result of collection of any outstanding balances incurred as a result of this Agreement, including but not limited to all attorney's fees and costs of suit.

SECTION 9: SIGNATURES AND UNDERSTANDINGS**PRINT SIGN AND INITIAL WHERE INDICATED**

I (print name) _____ understand the submission of this application does not guarantee use of the facility. The Borough reviews all applications on an individual basis.

___ (Initial) I understand full payment of the rental needs to be paid within thirty (30) days prior to the event.

___ (Initial) I have read and understand the instructions described in Sections 1 through 8 of this application.

___ (Initial) I have completed this application with true and complete answers to all of said questions with this application

___ (Initial) I understand failure to comply with any of the regulations within this document could result in immediate and total loss of privileges of the use of the facility.

___ (Initial) I will be in attendance at the event for the duration of the event.

___ (Initial) I agree to obey all rules, regulations, terms and conditions of this Application/Agreement, and ordinances and to be responsible for the condition and maintenance of facility and proper behavior of guests.

By signing below, I will be totally and solely responsible for any damages done to the facility and grounds of the Senior Citizens Community Center. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the Borough of Lindenwold, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Lindenwold and against any and all claims, demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Borough of Lindenwold, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Lindenwold, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Application/contract.

Applicant's Name	Applicants Signature	Date / /
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Do not write in gray area*