

# MORRIS PLAINS COMMUNITY CENTER – APPLICATION FOR USE

51 Jim Fear Drive, Morris Plains Phone: 973-538-3544 Fax: 973-644-0397 Email: mpcomctr@optonline.net

All usages of the Community Center are subject to approval by the Buildings & Grounds Committee.  
All users must comply with the Community Center Rules & Regulations (see reverse for further info)

Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Participants \_\_\_\_\_ Admission Charge  Y  N

Requests can be made up to one year in advance. Please note that the Community Center is closed on Fridays, Saturdays and Sundays and on Borough Holidays. Requests for Friday, Saturday or Sunday use require special approval and such usages may be limited. The Community Center is not available for use on Borough Holidays.

## EVENT DATE(S)

### Individual Dates:

Date: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su Event Time: \_\_\_\_\_  AM to \_\_\_\_\_  AM  
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)  PM to \_\_\_\_\_  PM

Date: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su Event Time: \_\_\_\_\_  AM to \_\_\_\_\_  AM  
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)  PM to \_\_\_\_\_  PM

Date: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su Event Time: \_\_\_\_\_  AM to \_\_\_\_\_  AM  
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)  PM to \_\_\_\_\_  PM

Date: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su Event Time: \_\_\_\_\_  AM to \_\_\_\_\_  AM  
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)  PM to \_\_\_\_\_  PM

### Periodic Dates: (weekly or monthly)

From: \_\_\_\_\_ To: \_\_\_\_\_ Event Time: \_\_\_\_\_  AM to \_\_\_\_\_  AM  
Month Day Year Month Day Year (Please include setup, breakdown and cleanup time as needed)  PM to \_\_\_\_\_  PM

If Weekly, indicate day of week requested:  M  Tu  W  Th  F  Sa  Su

If Monthly, indicate day of week and which week requested:

M  Tu  W  Th  F  Sa  Su  1<sup>st</sup> week of each month  3<sup>rd</sup> week of each month  
 2<sup>nd</sup> week of each month  4<sup>th</sup> week of each month

## ROOM(S) REQUESTED

- GENERAL USE ROOM:  Room A  Room B  Room C (no food/drink or arts/crafts)
- CONFERENCE ROOM (no food/drink or arts/crafts)
- MULTI-PURPOSE ROOM:  Use of Stage  Use of A/V Equipment
- KITCHEN:  Use of Fridge/Prep Area Only  Use of Stove/Ovens

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read, understand and agree to comply with the Rules & Regulations of the Community Center (see reverse).

OFFICIAL USE ONLY: \_\_\_\_\_ Approved \_\_\_\_\_ Denied By: \_\_\_\_\_

\_\_\_\_\_ Notified: \_\_\_\_\_ by Email \_\_\_\_\_ by Phone Date: \_\_\_\_\_

\_\_\_\_\_ Hold Harmless Agreement Received: \_\_\_\_\_ On File \_\_\_\_\_ Insurance Certificate Received: \_\_\_\_\_ On File \_\_\_\_\_ Waived

## RULES & REGULATIONS OF THE MORRIS PLAINS COMMUNITY CENTER

*The use of the Morris Plains Community Center ("the Center") is a privilege that is permitted at the discretion of the Buildings & Grounds Committee of the Borough Council. Usage privileges may be denied or revoked if the following Rules & Regulations are not adhered to. A copy of the complete "Policies and Procedures Governing the Use and Operation of the Morris Plains Community Center" is available upon request.*

- NO alcoholic beverages are permitted at the Center. The Center is a smoke-free facility.
- The Center may not be used for private parties.
- Any planned movies, audio, video, stage or other artistic or theatrical performances must bear a rating of G, PG, PG-13 or equivalent (based upon the Buildings & Grounds Committee's determination of equivalency) for suitable use at this community facility. Advertising or promotional materials must include such rating information.
- All applicants are responsible for the conduct of their participants/guests while at the Center.
- NO food/drinks or messy arts/crafts may be used in carpeted rooms (Room C and Conference Room).
- The Center does not have daily custodial service. The applicant is responsible for setup/breakdown and clean-up of any room(s) used at the Center.
- No items may be taped, tied or otherwise affixed to walls, floors, doors or windows in the building without expressed permission by the Facility Coordinator or Center Staff.
- Playing ball or throwing of any objects within the Center is prohibited, unless special permission has been obtained from the Buildings and Grounds Committee.
- When food/drinks are served, floors/tables & chairs must be cleaned of any spills or crumbs.
- When using the Kitchen, any utensils used must be cleaned and returned to proper storage; all counters, sinks, stove/oven, floors must be dry and clean; and all trash/recyclables shall be removed to outside dumpsters.
- Garbage and Recyclables shall be placed in the appropriate bins. For larger events, garbage and recyclables are to be taken to the appropriate dumpsters in the parking lot.
- Items shall not be left in the kitchen, refrigerators, or other areas of the Center.
- The Center shall be left in at least the same condition it was found upon arrival. If the room is found to be damaged or dirty upon arrival, this should be reported to Center Staff immediately.
- Any injuries or damages that occur at the Center must be reported to Center Staff.
- Applicants shall report to the Center Office upon arrival and prior to departure.
- Reservations are accepted up to one year in advance.
- The Center may be closed due to weather or other circumstances that are beyond our control.
- Center Staff are scheduled on an "as needed" basis. Applicants are responsible to contact the Center in the event that their scheduled program is cancelled so that Staffing arrangements can be changed accordingly.
- Any questions/concerns should be brought to the Facilities Manager and/or Center Staff.

**HOLD HARMLESS AGREEMENT**  
**For Use of the Morris Plains Community Center**

In consideration of the granting of permission by the Borough of Morris Plains to the Applicant for the use of the facilities set forth above, the Applicant shall indemnify, defend and hold harmless the Borough of Morris Plains and its employees, agents, professionals and volunteers, collectively, from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorneys' fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the conduct of the activities for which this application is made, and for the use of the facilities and any other facilities which are employed by the Applicant, or their guests, during the period for which the facilities requested are used, regardless of whether it is caused in part by a party indemnified hereunder.

\_\_\_\_\_  
Individual

or

\_\_\_\_\_  
Individual, on behalf of:

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Purpose of Event

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
The Borough of Morris Plains Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date Signed