

**POLICIES AND PROCEDURES GOVERNING THE USE AND OPERATION OF THE
MORRIS PLAINS COMMUNITY CENTER (effective 1/1/2014)**

Except as otherwise set forth herein, the Buildings and Grounds Committee, as appointed by the Mayor of the Borough of Morris Plains, shall be responsible for the administration of the following Policies and Procedures, including their interpretation and enforcement. These Policies and Procedures may be amended from time to time as required and recommended by the Buildings and Grounds Committee of the Borough Council with the advice and consent of the Governing Body of the Borough of Morris Plains. All Applicants requesting use of the Morris Plains Community Center shall abide by the following Policies, Procedures and Regulations for use of the Community Center.

POLICIES

1. The use of any of the Community Center's rooms and facilities is limited to Borough-sponsored clubs and groups, not-for-profit community service groups and organizations based in the Borough of Morris Plains, and other groups or organizations that serve the residents of Morris Plains. Other usages will be at the approval of the Buildings & Grounds Committee of the Borough Council.
2. Smoking and use of alcoholic beverages are prohibited at the Community Center.
3. The Morris Plains Community Center shall be designated as the polling place for all voting districts in all public elections to be held in Morris Plains. At a minimum, Rooms A, B and the All-Purpose Room shall be dedicated for this use. No other group will be permitted to use these rooms on any Election Day.
4. The lower level of the Morris Plains Community Center shall be for the exclusive use of the Morris Plains Museum, except for storage space on the lower level which may be utilized by groups and organizations upon approval of the Buildings and Grounds Committee.
5. Hours of Operation for the Scheduling of Events. Activities and events may be scheduled during the following time periods:
 - (a) Monday through Thursday, 9:00 a.m. to 4:00 p.m.; Monday through Friday, 6:00 p.m. to 10:00 p.m.; Saturday, 9:00 a.m.– 4:00 p.m., or by special arrangement and with prior approval of the Buildings & Grounds Committee.
 - (b) Sundays: For use by Morris Plains-sponsored groups and clubs only, and by special arrangement and prior approval of the Buildings & Grounds Committee.
 - (c) Holidays: Unless special exceptions are made through the Buildings & Grounds Committee, there will be no usage of the Community Center on Borough holidays.
6. The Applicant must include all setup and breakdown/cleanup time in their application and all times must fall within the scheduled hours of the facility unless approved by the Buildings & Grounds Committee.
7. All Applications for use of the Morris Plains Community Center are approved at the discretion of the Facilities Coordinator and the Buildings & Grounds Committee. Reservations are made on a first-come, first-served basis, however, Morris Plains Borough Council Boards and Committees, Morris Plains Recreation-Sponsored activities, and Morris Plains Borough-sponsored clubs and organizations have priority over other usages. "Applications for Use" are available at the Community Center or on-line at the Morris Plains Borough Web Site.
8. Applicants shall have no prior revocation of usage privileges at the Community Center.

9. Private parties or events of any kind are not permitted at the Morris Plains Community Center.
10. The Morris Plains Community Center may not be used for any type of political fundraising event.
11. Use of any of the Morris Plains Community Center's rooms and facilities by corporate businesses or industries located in the Borough of Morris Plains will be at the sole discretion and approval of the Buildings & Grounds Committee of the Borough Council. Businesses may not use the Center for any for-profit program or sales, or for any program that would lead to future promotion or sales.
12. No fees will be charged to any non-profit community-based service group or club for the use of the Morris Plains Community Center.
13. Any not-for-profit community service or town-sponsored club, commission or organization may request the advanced scheduling of meeting dates and times throughout the calendar year. In order to receive priority usage of rooms, any town-sponsored club, commission or organization shall notify the Facilities Coordinator as early in the year as possible of all meeting dates for the year which meetings are to be held at the Morris Plains Community Center.
14. First-time Applicants should submit applications a minimum of one month prior to requested usage date to allow for proper consideration by the Facilities Coordinator and the Buildings & Grounds Committee. Repeat Applicants should submit applications a minimum of two weeks prior to requested usage date.
15. Submission of Certification of Insurance, Hold Harmless Agreement. Any club (other than those under the insurance umbrella of the Borough of Morris Plains), not-for-profit organization, or corporation utilizing any of the facilities of the Community Center shall be responsible to provide a Certificate of Insurance naming the Borough of Morris Plains as a loss payee. Said insurance must be in an amount not less than \$1,000,000, and the Certificate must be submitted to the Borough Clerk not less than 10 days prior to use of the facility. All Applicants shall execute a Hold Harmless Agreement along with the Application for Use.
16. The use of any Morris Plains Community Center facilities will depend upon the space requirements of the Applicant. Some Applicant groups may be designated to use other Borough-owned facilities. It will be the final decision of the Governing Body of the Borough of Morris Plains, upon the recommendation of the Buildings & Grounds Committee, to determine the appropriate location of an event or activity, depending upon the size of the group and the nature of the activity or event. All Applicants shall agree to abide by the designated capacity limits of the facilities.
17. Any Application for Use may be denied based on the judgment of the Buildings & Grounds Committee as to the appropriateness of any requested usage of the Community Center and the suitability to the intended purposes for use of the Morris Plains Community Center.

Use of the Community Center for any movie, audio, visual, stage, or other artistic or theatrical presentation is permitted, provided the presentation bears a MPAA audience rating of G (General Audience, All Ages Admitted), PG (Parental Guidance Suggested, Some Material May Not be Suitable for Children), PG-13 (Parent Strongly Cautioned, Some Material May be Inappropriate for Children Under 13), or equivalent based upon the Buildings & Grounds Committee's determination of equivalency. Any and all advertising or promotional materials for such presentations must include the audience rating.

PROCEDURES

1. **Facilities:** The building consists of three meeting rooms, each with a capacity of fifty persons. In addition, there is a Conference Room with a capacity of 25 and the Multi-Purpose Room (with stage) which has a capacity of 300, (or 150 with tables and chairs). Tables and chairs will be available for use in each room. There are 10 six-foot and 5 five-foot round tables and 10 rectangular tables, and 300 chairs for use in the Multi-Purpose Room. Tables generally seat eight to ten people.
2. **Signing of Agreement for Use:** All Applicants desiring to use the Morris Plains Community Center agree to abide by the Policies and Procedures and will sign a copy of the Policies and Procedures attached to the Application for use of the Community Center, as well as a Hold Harmless Agreement.
3. **Tax Exempt Certificate:** All not-for-profit organizations must submit a copy of their tax exempt certificate or 501(c)(3) form at least thirty days prior to the requested date of use.
4. **Certificate of Insurance:** All Applicants (not covered under the insurance umbrella of the Borough of Morris Plains) must submit an adequate Certificate of Insurance to the Borough Clerk a minimum of 10 days prior to use of the facility.
5. **Set-Up and Clean-Up:** The Applicant is responsible to set up and clean up the room(s) before and after their use. The Community Center does not have daily custodial/ maintenance staff.
6. **Supervising of Guests and Chaperoning of Children and Adolescents - Criminal Background Checks:** The Applicants will be responsible for the conduct of their guests. The Borough of Morris Plains requires that one adult supervisor over eighteen years of age must be present at all times for all youth groups (less than eighteen years of age). There must be one adult supervisor for each group of twelve children or adolescents. All adult supervisors are required by the Borough of Morris Plains to submit, prior to their event, a complete background check.
7. **Requirements When Food Is Served:** All groups will have access to the snack kitchen. Food and drinks will not be permitted in the conference room or any carpeted area without prior written approval of the Facilities Coordinator. All food spills and crumbs must be cleaned at the conclusion of the event.
8. **Decorations& Equipment:** The use of duct tape or thumb tacks/nails for hanging decorations is prohibited. Masking tape and other similar hanging devices may be used with approval of Community Center Staff. Use of balloons and any signage shall require approval by Community Center staff. CONFETTI, SMOKE MACHINES, POPCORN MACHINES, COTTON CANDY MACHINES AND PINATAS ARE NOT PERMITTED AT THE COMMUNITY CENTER unless by prior approval by the Buildings and Ground Committee.
9. **Removal of Equipment & Decorations:** All persons using the facilities are responsible to remove everything they bring in. This includes linens, paper goods, food, balloons, signage, decorations, appliances, and all equipment brought by caterers. THEY ARE NOT TO BE PICKED UP THE FOLLOWING DAY. Food/beverages and paper goods are not to be left in the kitchen.
10. **Overall Care and Maintenance of Borough of Morris Plains Municipal Property:** Applicants shall be responsible for the damage or misuse of any Borough property located within the Morris Plains Community Center caused by the applicant and/or his/her guests, (such as carpeting, walls, desks, chairs, furniture and furnishings, office equipment, kitchen equipment, telephones or any other appurtenances) and shall be obligated

to monetarily reimburse the Borough in full as restitution for any repair or replacement of Borough property. Any cleaning costs incurred as a result of the Applicant's use may be charged to the Applicant.

11. **Storage**: The storage at the Morris Plains Community Center of any items owned by a group must receive prior approval of the Facilities Coordinator. All meeting rooms, all-purpose room, hall, corridors and bathroom facilities shall be kept free and clear of all storage items or equipment at all times. Chairs, tables and/or other equipment used by a group must be properly stored in the appropriate designated storage areas following their use. Unless other arrangements are made with the Facilities Coordinator, any individual or group using the facility will be responsible for setting up chairs and tables of other equipment and for their removal and storage at the conclusion of the activity.

12. **Capacity Limits**: All applicants agree to abide by the designated capacity limits of the facilities.

13. **Entrance**: All Applicants and guests will use the front vestibule entrance on Jim Fear Drive. All other doors are for emergency exit only

14. **Catering**: Caterers are required to bring all of their own cooking and warming equipment, linens, cutlery, dishes, silverware and glassware, and must remove same at the conclusion of the event.

15. **Garbage & Recycling**: The Community Center is equipped with garbage and recycling cans and liners. At the conclusion of the event, the Applicant is responsible to remove garbage bags, tie them and take them to the appropriate dumpster in the parking lot. The Applicant should also place a new liner in the garbage can (located in the bottom of can). All items acceptable for recycling shall be placed in the recycling containers, and dumped in the appropriate dumpster in the parking lot at the conclusion of the event.

16. **Electronic Equipment/Media**: TV, DVD player, Digital Projector and limited sound equipment are available for use at the Community Center and must be requested at time of Application for Use. The Community Center is unable to guarantee the quality of performance of this equipment and cannot assure against equipment failure. It is recommended that the Applicant come to the Center in advance of the event to become familiar with operation of this equipment.

17. **Kitchen Usage**: Kitchen Usage must be requested at the time of Application. There are some utensils and equipment available for use in the kitchen. All items shall be cleaned and returned to their proper storage area. It is recommended that the Applicant come to the Center in advance of the event to become familiar with operation of the kitchen equipment.

18. **Leave It as You Found It**: The Morris Plains Community Center is a valuable resource to the Community. In order to make this resource available to our Community's groups and organizations at little or no cost, we rely on users to take good care of the facility and to help to keep it in good condition. To this end, we request that Applicants leave the building in a condition that is equal or better to the condition in which it was found, and that any damage or concerns be brought to the immediate attention of Community Center Staff.

19. **Injuries Reports/Damage Reports**: Any injury or damage that occurs at the Community Center must be reported to Community Center Staff immediately. Applicant must complete the appropriate report and submit it to the Community Center Office.

20. **Check-In/Check-Out**: All Applicants are responsible for checking in with the Community Center Office Staff upon entering the building and checking out upon leaving. All guests of the Applicant's group shall have left the building prior to Applicant's check out.

21. **Cancellations/Closings:** The Community Center may be closed unexpectedly due to weather conditions or other unforeseen circumstances. Community Center Staff will make every effort to contact the Applicant in the event that the Center must be closed, but can make no guarantee of such communication. As a rule, if the Morris Plains School District schools are closed due to weather, the Community Center will also be closed. If there is any question, please call the Community Center.

PLEASE NOTE: The Community Center is staffed only when events are scheduled. If for any reason your event must be cancelled, PLEASE contact the Community Center Office to let Staff know as soon as possible so that Staff are not scheduled unnecessarily.

MORRIS PLAINS COMMUNITY CENTER – APPLICATION FOR USE

51 Jim Fear Drive, Morris Plains, NJ 07950 Phone: 973-538-3544 Email: mpcctr@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 attached for further info)

Organization: _____

Applicant's Name: _____

Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Alternate Contact Person: _____

Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Type of Event: _____ Number of Participants _____ Admission Charge Y N

The hours of the Community Center are Monday - Thursday, 9:00am to 4:00pm, evenings 6:00 pm to 10:00 pm. 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 PM to _____ AM PM
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)

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

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

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

Periodic Dates: (weekly or monthly)

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

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 1st week of each month 2nd week of each month 3rd week of each month 4th week of each month

ROOM(S) REQUESTED

- General Use Room: Room A (For "exercise" activities) Room B Room C
- 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.

OFFICIAL USE ONLY: _____ Approved _____ Denied By: _____ Date: _____

Notified: _____ by Email _____ by Phone Background checks received when necessary _____

Hold Harmless Agreement Received: _____ On File _____ Insurance Certificate Received: _____ On File _____ Waived

HOLD HARMLESS AGREEMENT 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 arts/crafts are permitted in the 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.
- 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 or other areas of the Center unless arranged with Center Staff.
- 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 Coordinator and/or Center Staff.
- All adult supervisors of activities involving minors are required by the Borough of Morris Plains to submit, prior to their event, a complete background check.

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, their 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.

Applicant (print)

Borough of Morris Plains Representative (print)

Organization

Position

Signature

Signature

Date Signed

Date Signed