

MORRIS PLAINS COMMUNITY CENTER – APPLICATION FOR USE

51 Jim Fear Drive, Morris Plains, NJ 07950 Phone: 973-538-3455 Email: mpcc@morrisplainsboro.org

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 information)

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, 9:00 AM to 4:00 PM, 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.

All adults supervising minor children at the Community Center must have completed a criminal background check within the past three years.

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 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.

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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