

Bordentown Township Senior Community Center

3 Municipal Drive
Bordentown NJ 08505
(609)-298-7811

RESIDENTS ONLY

Facility Use Form:

Name of Group: _____ Phone: _____
Address: _____ Fax: _____
Contact Person: _____ Number of Participants: _____
Type of Activity: _____
Date of Activity: _____ Time Requested: _____to_____

Rooms Requested: -----Main Room-----Community Room-----Kitchen

Guidelines for Use:

1. Senior Citizens Activities, meetings and events have priority use of the building.
2. All other community, non-profit groups and /or clubs may use the building, if not in priority use, as approved by the Township Administrator/Personnel. Applications for use of the building must be filed with the Township Administrator 2 weeks before the date requested.
3. A contract shall be signed by all groups, which will include liability insurance, clean up and constituting the understanding of the buildings rules and policies. All groups shall submit a Certificate of Insurance for all events. A Waiver of this requirement can be granted by the Township Administrator.
4. No storage of any materials, supplies or equipment is allowed unless approved by the Township Administrator.
5. Scheduled groups shall arrange for delivery and removal of equipment when necessary, with the Township Administrator.
6. Smoking, the use of smoke machines, candles or fog machines are **NOT PERMITTED** inside the building.
7. Alcohol is **NOT PERMITTED** inside the building.

8. All groups may not be the coffee machines, slicers, freezer or refrigerators inside the kitchen. The ice machine, stove and ovens **may** be used.

9. A security deposit of \$300.00 is required. An application fee in the amount of \$50.00 will be retained by the township. A waiver may be granted by the Township Committee.

Signature of Applicant: _____

Date: _____

HOLD-HARMLESS AGREEMENT
FOR SENIOR CENTER RENTAL

Between the Township of Bordentown and _____ (contractor)

WITNESSETH:

1. _____ (Contractor) agrees to release, indemnify, and hold Harmless the Township of Bordentown and its employees from and against any loss, damage, or liability arising out of or in any manner relating to the use of Senior Community Center.

2. The applicant has furnished the Certificate of Insurance with limits of liability described below:

Workers Compensation/Employee Liability _____

General Liability _____

Automobile Liability _____

Umbrella Liability _____

A true copy of the Certificate of Insurance is attached.

3. The facilities will be used for the following purpose and no other:

Event _____

Date: _____ Rain Date: _____

Dated: _____ Signed: _____

Sworn to and subscribed before me this _____ day of _____ 20_____.

Notary Public

