



BOROUGH OF CHESTER
APPLICATION FOR RENTAL OF THE FIELD HOUSE

For Borough use only
Approved _____
Fee received _____
Ins. Cert received _____
Initial _____

THE FIELD HOUSE IS A COMMUNITY CENTER OWNED, OPERATED AND ADMINISTERED THROUGH AND FOR THE RESIDENTS OF THE BOROUGH OF CHESTER.

NAME OF INDIVIDUAL OR ORGANIZATION _____

CONTACT PERSON _____

ADDRESS _____

PHONE (cell) _____ (home/business) _____ EMAIL _____

PURPOSE OF USE _____

DATE REQUESTED _____

HOURS OF FUNCTION (START TIME, END TIME) _____

APPROXIMATE NUMBER OF ATTENDEES _____

APPLICANTS WILL BE CATEGORIZED AS A FOR PROFIT GROUP, COMMUNITY GROUP OR AN INDIVIDUAL/FAMILY.

*RENTAL WILL BE CATEGORIZED AS EITHER **MEETING ROOM** OR **EVENT**. MEETING ROOM RENTAL WILL BE USE OF THE MAIN ROOM ONLY, UP TO 2 HOURS, WITH TABLES AND CHAIRS PROVIDED. MEETING ROOM CAN ONLY BE RESERVED MONDAY THROUGH THURSDAY. EVENT RENTAL WILL BE USE OF THE MAIN ROOM, KITCHEN, FIREPLACE, AND OUTSIDE GRILL, UP TO FOUR HOURS, WITH TABLES AND CHAIRS PROVIDED.*

FEEES:

MEETING - UP TO 2 HOURS:

*COMMUNITY GROUP - ONE MEETING PER MONTH: NO CHARGE

MEETINGS IN EXCESS OF ONE PER MONTH: \$150.00

INDIVIDUAL/FAMILY OR FOR PROFIT GROUP: \$150.00

EVENT - UP TO 4 HOURS:

ALL GROUP CATEGORIES: \$325.00

Each additional hour or any part thereof: \$65.00

APPLICANT CATEGORY FOR PROFIT COMMUNITY GROUP
 INDIVIDUAL/FAMILY

RENTAL CATEGORY: MEETING EVENT

ALCOHOL USE: YES NO

(PLEASE NOTE, IF ALCOHOL WILL BE SERVED, RENTAL WILL REQUIRE GOVERNING BODY APPROVAL.)

PLEASE PROVIDE THE FOLLOWING WITH COMPLETED APPLICATION

- CERTIFICATE OF INSURANCE AS PER THE INSTRUCTIONS ON THE HOLD-HARMLESS AGREEMENT
- CHECK PAYABLE TO THE BOROUGH OF CHESTER
- SIGNED HOLD HARMLESS AGREEMENT

I HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS FOR THE RENTAL OF THE FIELD HOUSE

Signature

Date

**COMMUNITY GROUPS SHALL BE IDENTIFIED AS NON-PROFIT, CHARITABLE OR RELIGIOUS GROUPS. SUCH GROUPS ARE LOCAL CHURCHES, SERVICE GROUPS, CIVIC ASSOCIATIONS AND SPORT ORGANIZATIONS, ETC.*

HOLD HARMLESS AGREEMENT

1. I, individually and on behalf of the organization listed herein below and as set forth on the attached Application, sign this Hold-Harmless as my voluntary act and by this act agree to hold the Borough of Chester harmless and indemnify the Borough from any and all claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of:
 - a. Any guest, invitee, licensee, visitor or other person present on the premises listed in the attached application in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described in the Application) on the date listed in the attached Application.
2. I state that the activity listed in the attached Application will not include the consumption or service of alcoholic beverages unless I agree to be bound by the terms of Paragraph 3 below.
3. I state that the activity listed in the attached application will include the consumption of alcoholic beverages and that because of such consumption I have the following additional duties to the Borough related to the use of the site listed in the Application:
 - a. I am solely responsible for the dispensing and consumption of alcoholic beverages, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described in the attached Application including but not limited to those persons described in Paragraph 1(b);
 - b. To acknowledge by the signing of the Hold-Harmless that the Borough has no authority, control, or participation in dispensing or consumption of alcoholic beverages at the facility on the date listed in the attached Application and that I will take no step, action, or measure to convey that the Borough in any way has promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages at the facility on the date listed in the attached Application;
 - c. I will not allow persons under the age of 21 to dispense or consume alcoholic beverages at the facility during the activity/event to be held on the Borough's property;
 - d. To comply with all Municipal Ordinances relating to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits.
4. I also agree to provide a Certificate of Insurance not less than two (2) business days before the date of the planned activity in the following manner:
 - a. The "Insured" should read the same as the "Applicant"
 - b. The "Insurance Company" should be shown in the "Company Affording Coverage" section
 - c. Under the "General Liability" section of the certificate the following items should be checked (x)
 - i. Comprehensive Form or Premises/Operations
 - ii. Contractual Liability
 - iii. Host Liquor Liability (if alcoholic beverages are being served)
 - d. The general liability policy number should be shown on the certificate
 - e. The policy "effective" and expiration date should be shown
 - f. The event date must fall within the policy effective and expiration dates
 - g. The minimum limits of liability to be shown on the certificate shall be not less than \$1,000,000 combined single limit for bodily injury and property damage per occurrence and in the aggregate
 - h. In the "Description of Operations" section, the Municipality should be named as "Additional Insured on a primary and non-contributory basis" with respect to use of the Borough facility
 - i. The "Certificate Holder" section should include the Borough of Chester and the municipal address (50 North Rd , Chester, NJ 07930)
 - j. The "Cancellation" section should indicate at least a fifteen (15) day notice of cancellation
 - k. The certificate must be signed by an "authorized representative" from the renter/ user's insurance company
5. I agree that I am obligated to reimburse the Borough for all reasonable attorney's fees incurred by the Borough to enforce the terms of the Hold-Harmless or to defend the

Borough against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by me at my sole cost and expense pursuant to this Hold-Harmless.

6. Legal Signatures

a. **Individual** _____
Print name

signature

On behalf of _____

organization or corporation if applicable

Title _____

b. **Municipality** _____

Print name

Signature

Title _____

Submit this application in the following manner:

e-mail : fieldhouse@chesterborough.org

Mail: 50 North Rd Chester NJ 07930

Fax: 908-879-0122

FIELD HOUSE RENTAL RULES AND REGULATIONS

1. Application for use of facility must be made by an adult, 21 years of age or older. For community groups, proof of residency must be present at the time of application. The applicant must be in attendance at any and all pre-event meetings, if required, and at the event.
2. Permission to use the field house shall not be granted to any entity or organization for commercial or financial gain, or activities prohibited by law.
3. All users of the field house shall be liable for any damage and/or missing items from the building.
4. The building must be vacated by the contract closing hour.
5. Tables and chairs are located in the storage room. The person or group using the room is responsible for the set-up and breakdown of all tables and chairs. Trash bags will be provided. No other items will be provided.
6. The building must be cleaned and put back to its original order. This includes returning the tables and chairs to the storage room and taking all trash to the dumpster located in the parking lot. The floor must be swept and if the kitchen is used, the counters and sink must be cleaned.
7. Any group of persons or organization using the building must:
 - a. Provide sufficient adult supervision for the approved event.
 - b. Have the Applicant be present before, during and after the approved event.
 - c. Leave all facility equipment used in good order, or pay for any and all damage to same.
 - d. Maintain proper order on the part of all persons.
8. The building may not be altered in any manner. Before scheduling an event, the sponsor must determine that the event can be held with existing equipment and not require the use of special equipment or wiring.
9. The use of nails, tacks, staples, etc. in or on any part of the facility is strictly forbidden. Masking tape is recommended for hanging of decorations. Packing tape is not permitted. Any decorations already on the walls are not to be removed.
10. All applications approved for the use of the field house are for the specific use of the group or organization who has filed the Application and at no time may this approval be transferred in any manner to any other individual or organization.
11. The Borough of Chester will not allow the use of its facilities to individuals/groups that charge an admission for attendance to an event or sell an item or product on the premises for profit.
12. Smoking and illegal substances are not permitted in any Borough facility, at any time.
13. The Applicant agrees to take full responsibility for his/her actions and the actions of his/her guests, agents, attendees and/or invitees and agrees to abide by all Borough Rules, Regulations and Ordinances. The Applicant is responsible for any damages by its guests, agents, attendees or invitees. The Applicant shall reimburse the Borough for any and damages incurred during Applicant's use of the field house.
14. All aisles leading to exit doors must remain clear and unobstructed so that doors can be readily opened. Use of any smoke/fog producing machines or pyrotechnic devices is prohibited.
15. The sink in the kitchen does not have a garbage disposal. All leftover food products must be thrown in the trash receptacles and removed to the outside dumpster.
16. Games of chance may not be operated in any facility except with appropriate permits issued by the Borough.
17. Animals, except service animals, are not permitted in the facility unless part of a pre-approved program.
18. Borough staff shall have the right to enter all rooms, at any time, during scheduled events.
19. The Borough staff member on duty during a function will have full authority. Should the group resist or defy the staff's authority, the staff member may immediately cancel the group's facility reservation and summon the Police Department to assist in vacating the area.
20. Cancelled reservations may be subject to a cancellation fee.
21. Misuse of the facility, and/or violation of any Borough rule, regulation or ordinance will be sufficient reason for terminating use of the field house and denying the individual or group any future use of the building.
22. The Borough makes no warranties to the Applicant as to the fitness of the facility for a particular purpose and the Applicant has contracted use of the facility after having the opportunity to examine the same and assumes full knowledge of the same. The Applicant and staff member on duty may conduct a pre- and post-event inspection of the facility.
23. Use of the field house is subject to a review and approval process that may take up to fourteen (14) days. The Borough of Chester reserves the right to reject any and all requests for use of the field house, in the Borough's sole discretion.

24. The Borough reserves the right to cancel any approval for use of the field house for any reason, at any time, without prior notice in the public's best interests.
25. Reservation can only be guaranteed with receipt of your completed application and by confirmation from the Recreation Director.