

BOROUGH OF SEA BRIGHT

1167 OCEAN AVENUE

SEA BRIGHT, N.J. 07760

TEL: (732) 842-0099 Ext. 27

FAX: (732) 741-3116

RECREATION CENTER APPLICATION

NEW RECREATION APPLICATION ATTACHED. PLEASE NOTE THAT EACH PACKET CONTAINS TWO APPLICATIONS; INSURANCE INFORMATION; RESOLUTION ESTABLISHING FEES AND ORDINANCE NO. 3-2002 RULES AND REGULATIONS.

HAVE THE APPLICANT COMPLETE IN FULL THE TOP APPLICATION AND GIVE THEM THE BLANK APPLICATION WITH ALL ATTACHMENTS.

REQUEST COPIES OF THEIR INSURANCE POLICIES AND/OR CERTIFICATE OF INSURANCE AND ATTACH TO THE ORIGINAL APPLICATION. PROVIDE THE RECREATION ADMINISTRATOR WITH A FULLY COMPLETE APPLICATION.

THANK YOU.

8/24/04

AGREEMENT

THIS AGREEMENT made this _____ day of _____, _____

BETWEEN the BOROUGH OF SEA BRIGHT, hereinafter referred to as the Borough AND

(circle one) RESIDENT NON-RESIDENT OTHER

Name _____

Address _____

City _____ State _____ Zip _____

Tel: (Day) _____ (Evening) _____

Hereinafter referred to as APPLICANT;

IT IS HEREBY AGREED AS FOLLOWS:

1. The Borough agrees to permit the Applicant to use the (circle one) GYM BEACH OTHER (Named herein) _____ for a _____ (type of event), on Sun. Mon. Tues. Wed. Thurs. Fri. Sat. from _____ a.m./p.m. to _____ a.m./p.m. on (date of event) _____, and the applicant agrees to pay a fee in the amount of \$_____ which fee is payable 45 days prior to the date of the event: if the fee is not received prior to said 45-days period, this Agreement may be declared null and void and the reserved date forfeited by the Borough.

2. Applicant further agrees to pay upon the signing of the Agreement, a security deposit in the amount of \$ _____, it being understood and agreed by the Applicant that the Borough reserves the right to retain the security deposit and charge the Applicant for any sum in excess of the security deposit which it may incur to clean, restore or repair the rental premises to the same condition the premises was in when the Applicant took possession, or for any violations of any Rules and Regulations of the Borough Ordinance No. 3-2002 and Schedule of Fees and Insurance Requirements set by the Governing Body Resolution (attached).

3. The Applicant has presented the appropriate insurance certificate (circle one) Yes No _____ (initials of Borough recipient) and a copy has been filed with this Agreement.

4. The applicant has stated below a list of chaperones, addresses and telephone numbers for events with minors under the age of 18 years.

Chaperones: 1. Name _____, Address _____ City _____ State _____ Phone _____ 2. Name _____ Address _____ City _____ State _____ Phone _____.

5. In the event of use of alcoholic beverages, the Applicant, herein names the following security guard for this event, (Name) _____, (address) _____ (phone) _____

6. The applicant further agrees to hold the Borough harmless for any damages incurred by the Borough facility as a result of any injuries to individuals during the use of the facility or while on the premises.

IN WITNESS WHEREOF, the parties hereto have hereunto signed this Agreement, the day and year first above written.

THE BOROUGH OF SEA BRIGHT

By _____

(Authorized signature)

Applicant's Signature _____

Amount of Deposit _____ Rental Fee due by _____ Received _____

Janitor Fee _____

AGREEMENT

THIS AGREEMENT made this _____ day of _____, _____

BETWEEN the BOROUGH OF SEA BRIGHT, hereinafter referred to as the Borough AND

(circle one) RESIDENT NON-RESIDENT OTHER

Name _____

Address _____

City _____ State _____ Zip _____

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THE BOROUGH OF SEA BRIGHT

By _____

(Authorized signature)

Applicant's Signature _____

Amount of Deposit _____ Rental Fee due by _____ Received _____

Janitor Fee _____

BOROUGH OF SEA BRIGHT
INSURANCE REQUIRMENTS FOR USE OF
CECILE F. NORTON COMMUNITY CENTER

- A. Non-Profit organizations: Minimum limits ½ million liability.
- B. Private Parties less than 50 persons: copy of homeowner's policy.
- C. Private Parties more than 50 persons: copy of homeowner's policy with liability limits of ½ million dollars.
- D. Private Parties with alcohol: host liquor liability rider naming the Borough of Sea Bright as an additional insured. Security Guards required whenever alcohol is served.

Dated: April 10, 2002

Formscppininsuracerequiements

Councilman Mencinsky introduced and offered for adoption the following resolution:

RESOLUTION NO 24-2004

BOROUGH OF SEA BRIGHT

WHEREAS, the Mayor and Council of the Borough of Sea Bright hereby establish the following fees for the Cecile F. Norton 3-2002, Article II, Section 214-2:

A. User Fee (per use) :

1. Non-Resident Private Parties	\$250.00
2. Any For Profit Activities	\$400.00
3. Sea Bright Resident Private Parties	\$50.00
4. Sea Bright Non Profits/Community Organizations	N/C
5. Organizations or Meetings	\$50.00
6. Sea Bright Non regularly scheduled recreation	N/C
7. League style organized recreation per use	\$25.00
8. League style organized recreation ongoing *per month	\$75.00*
9. Oceanport or Shore Regional School Organizations	\$25.00
10. Kitchen Use Fee (upon special arrangements)	\$50.00

B. In addition to the user fee, a \$200.00 refundable deposit fee will be required for all parties and a \$300.00 refundable deposit fee for any for profit activity. This deposit fee will be returned to the applicant, by the Recreation Director, provided the facility is left in a condition deemed satisfactory within ten days after the event.

C. Any for profit person, business or organizations may use the Community Center, schedule permitting, for up to three (3) consecutive days, but no more than twice per year. The consecutive use will be deemed as a one-time use. The daily fee of \$400.00 will apply for each day. Criteria for applications infrastructure or recreation center and what benefit to the community the activity will have.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Sea Bright that the above fees for the year 2004 are hereby approved effective immediately

Seconded by Councilman Keeler and adopted upon the following Roll call vote:

AYES: Fernandes, Galloway. Keeler. Long, Mencinsky

NAYS: None

ABSENT: Gelfound

I, Maryann M. Smeltzer, Municipal Clerk, Do hereby certify that the foregoing is A resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, At a Council Meeting held on January 3, 2004

Maryann M. Smeltzer, CMC
MUNICIPAL CLERK

AN ORDINANCE AMENDING IN ITS ENTIRETY
CHAPTER A214
CECILE F. NORTON COMMUNITY CENTER RULES
OF THE SEA BRIGHT CODE

BE IT RESOLVED by the Mayor and Council of the Borough of Sea Bright, Monmouth County, State of New Jersey that Chapter A214 be fully amended as follows:

ARTICLE I:

Section 214-1 Use Regulations:

The following rules and regulations are set forth to regulate the use of the Community Center:

A. Age Requirement:

1. Applicants must be 21 years of age or older in order to reserve the Community Center. Proof of age will be required.

B. Facility Hours:

1. All events may not start before 7:00 a.m. and must end by 12:00 midnight. The facility must be cleaned and vacated by 1:00 a.m.

C. Fire Code Rules:

1. No cars are to be parked in the designated "No Parking Areas"
2. Compliance with occupancy restrictions as posted by the Fire Marshal must be adhered to.
3. The Use of Smoke or Fog machines is strictly prohibited.
4. Smoking of any tobacco products is strictly prohibited inside any portion of the Community Center.

ARTICLE II:

Section 214-2 Scheduling, reservation and fee:

- A.** The Recreation Director is hereby given the responsibility for the scheduling of all events in the Community Center.
- B.** Sea Bright Residents, Sea Bright Recreational Activities and Sea Bright Organizations will be given priority in scheduling.
- C.** The Recreation Director will be responsible for maintaining and posting the schedule of use.
- D.** An application to reserve the Community Center must be completed and submitted to the Recreation Director along with the appropriate insurance information as referred to on the Community Center application form.
- E.** Along with the application form and insurance information, use of the Community Center will require a user fee, established by Resolution of the Sea Bright Governing Body, is non-refundable unless two weeks cancellation notice is given to the Recreation Director.
- F.** In addition to the user fee, a refundable deposit fee will be required for all parties and a refundable deposit fee for any for profit activity, as set by governing Body Resolution. This deposit fee will be returned to the applicant, by the Recreation Director provided the facility is left in a condition deemed satisfactory within 10 days after the event.
- G.** The user and deposit fees will be waived for Sea Bright Borough employees, Volunteer Fire, First Aid and elected Officials. All other Rules, Regulations and Requirements apply.
- H.** Sea Bright Organizations with a current agreement will be "grandfathered" and continue under the terms of their original agreement.

Section A214-4 Rules and regulations shall be amended in its entirety as follows:

ARTICLE III:

Section 214-4 Rules and regulations:

- A.** The **Meeting Room is prohibited from use** by any person/persons other than Mayor and Council; Planning/Zoning Board of Adjustment; Municipal Court; and Sea Bright Senior Citizen Group.
- B.** All persons requesting use of the building will be responsible for the conduct of all persons attending the event. **THE LAWS OF THE STATE OF NEW JERSEY PROHIBIT ANYONE UNDER THE LEGAL AGE TO ORDER, BE SERVED, CONSUME, OR BE IN POSSESSION OF ANY ALCOHOLIC BEVERAGE.**
- C.** Teenage parties:
1. There shall be one adult chaperone for every 15 guests who will also be required to be on the premises for the duration of the event.
 2. The laws of the State of New Jersey prohibit anyone under the age of 21 to order, be served, consume or be in possession of any alcoholic beverage.
 3. In the event the Borough Police Department is contacted for assistance, the entire security deposit will be forfeited and the event shall terminate immediately at that time.
 4. A Police Officer will be required for any parties involving children under the age of 18 when the number of children in attendance exceeds 75.
- D.** In addition to the municipal parking lot behind the Community Center, overflow parking is permitted in the municipal parking lot situated on the easterly side of Ocean Avenue at the River Street traffic light in the center of town.
- E.** Any for profit person, business or organization may use the Community Center, schedule permitting, for up to three (3) consecutive days, but no more than twice per year. The consecutive use will be deemed as a one-time use. The daily fee as set by Governing Body Resolution will apply for each day. Criteria for applications submitted will include the effects on the community, infrastructure or recreation center and what benefit to the community the activity will have.
- F.** Pets are prohibited.
- G.** Bachelor and similar type parties are not permitted.
- H.** Keys: Either the Recreation Director or the Borough Police Department will provide entrance to the facility and will lock the facility at the end of the event.
- I.** All persons or groups as specifically designated herein, using the building are responsible for setting up and taking down any and all equipment or furniture needed for their particular function immediately after the use of such equipment or furniture, except the Sea Bright Senior Citizens.
- Floors must be swept and garbage/recycling taken out by the group using the building before they leave. If the facility is left in an unsatisfactory condition, the refund will only be that portion of the deposit not used to return the facility to a satisfactory condition.
- Restrooms must be "picked up" and returned to satisfactory condition.
- J.** The kitchen is prohibited from use except for catering purposes and unless special arrangements are made with the Recreation Director. An additional fee of \$50.00 will apply for the kitchen

use. Arrangements must be made at the time of application. **Oven use is strictly prohibited.** Refrigerator must be emptied and all garbage and recycling must be taken away by applicants.

K. Thermostats must be turned down to 60 degrees before leaving.

L. Lights must be turned off and all doors must be closed and locked.

ARTICLE IV

Repealer. Any Ordinance or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

ARTICLE V

Effective Date. This Ordinance shall take effect immediately upon final passage and publication according to law.

INTRODUCED: April 2, 2002
PASSED : April 16, 2002
ADOPTED : April 16, 2002