

# Borough of Sea Bright

## Facility Rental Agreement Informational Packet Please keep for your records

### **PHILOSOPHY**

The Borough of Sea Bright states its intention to make available and permit the use of Borough Facilities. Activities may include those that are educational cultural, civic, social, recreational, and governmental nature. Such activities shall be sponsored by responsible persons, organizations, agencies or institutions that meet the requirements set herein or by the Borough of Sea Bright.

Use of facilities may be granted in so far as the activities do not infringe upon or interfere with conducting the Business of the Borough of Sea Bright, its Borough Council, Boards and Committees. Approved applicants will be bound by the rules, regulations, and fees governing the use of the facility requested.

### **PRIORITIES GOVERNING THE USE OF FACILITIES**

The following are the prioritized uses as defined by the Borough of Sea Bright:

- All activities that are conducted by the Borough.
- All activities that are conducted through a co-sponsorship or program agreement signed and approved by the Borough or its designee.
- All non-profit groups or organizations that provide activities, events or educational programs that are of benefit to the residents of Sea Bright.
- Community or business groups who may be in need of meeting/activity space.
- Residents of Sea Bright as per availability.
- Non-resident use as per availability.

*Please note: The Borough reserves the right to cancel the use of any facility or activity, (rental or otherwise), due to weather or impending conditions that would require such action.*

*Rescheduling will be done through the Administration or Recreation office based on available timeframes.*

### **TYPES OF ACTIVITIES WHICH ARE NOT PERMITTED**

- Use of the facility as permitted may not be transferred, assigned, or sub-let to any organization or individual.
- Activities which are discriminating, as defined by local, County, State or Federal mandates.
- Uses which are contrary to the laws of the United States or any political subdivision thereof.
- Uses in which insufficient provisions are made by the applicant to ensure the safe conduct of the event or gathering, including but not limited to: supervision, fire protection, police protection code enforcement, permits, inspections, etc., as required by the local, state, or federal government.
- Uses that would exceed the permitted occupancy or attendance as set by the Division of Fire Prevention, regulatory agency, or the Police Department.
- Uses where the applicant does not assume full responsibility for the preservation of order, supervision of the event/activity, and liability for any damage for or loss of Borough property or for personal injury to any attendee.
- The Borough of Sea Bright, NJ reserves the right, without prejudice, to prohibit use if the facilities by any person or group if deemed not in full compliance with the provisions of the agreement, or if false or misleading information is provided to the Borough when the request is made.

### **INSURANCE**

The Borough shall, in all instances, require a certificate of insurance to be filed with the application for facility use. The limits of the policy shall be \$1,000,000 each person, \$100,000 each accident for bodily injury, and \$100,000 for accidental property damage liability, and an excess liability of \$900,000 which is equal to the Borough's coverage. The Borough of Sea Bright shall be named as "additional insured" on all certificates of insurance. Although a facility may be reserved, the certificate of insurance must be provided at least seven **(7) days prior** to the actual use or the use agreement may be terminated.

If you need assistance in obtaining a certificate of insurance, the Borough can provide you with the information for a Tenant Users Liability Insurance Policy that may assist you with your needs. Please contact Alessandra Scalgione at [ascalgione@seabrightnj.org](mailto:ascalgione@seabrightnj.org).

## **USE OF FACILITIES**

Organizations or individuals desiring to use Borough Facilities within the Borough of Sea Bright will first check the availability of the facilities for the date being requested by contacting the **Library/Recreation Program Coordinator, Alessandra Scalgione at [ascalgione@seabrightnj.org](mailto:ascalgione@seabrightnj.org)**. The facility will not be considered "reserved" until the Facility Request Form has been properly completed and submitted.

Applicants should make requests at least 2 months in advance if possible. Please note that facility use will be made available on a first-come, first served basis. Uses may also be subjected to cancellation due to weather, or other conditions that would be deemed unsafe. **Facility set up may not be available until the day of event / activity.** We ask that you plan accordingly in advance as other requests may be granted for open dates.

## **USE OF EQUIPMENT**

Should you wish to use any of our equipment, please make a note in your application.

1. All furniture or equipment that is used must be cleaned and properly maintained
2. All furniture or equipment that is moved shall be placed back in its original location
3. All garbage must be bagged and placed in designated receptacles as directed
4. If any equipment is damaged during rental period, it is the responsibility of the renter to pay for repair or replacement of the equipment

## **HOLIDAY AND OFFICIAL CLOSINGS:**

The following is a list of dates when facilities may not be available.

Special requests/additional costs for use during these dates must be approved and scheduled in advance:

New Year's Day	Good Friday	Memorial Day	4th of July	Labor Day
Election Day	Veterans Day	Thanksgiving Day	the day after Thanksgiving	
Christmas Eve	Christmas Day	the day after Christmas	New Year's Eve	

Other holidays, or Borough scheduled events/ activities or official closings due to weather, etc. may also have an impact on availability for use of certain facilities.

## **PROCESS & APPROVALS**

In addition to the completed application items as noted below, various Borough departments may be required to sign off or may request additional information pertaining to the event or activity that is planned. We will contact you should further information or clarification is required. All paperwork and requests should be emailed to [ascalgione@seabrightnj.org](mailto:ascalgione@seabrightnj.org) or you can call 732-842-0099 should you need additional assistance.

1. Contact Alessandra Scalgione to confirm availability of location and dates.
2. Complete & return facility rental application. Should additional time be needed to obtain certificate of insurance, please make note in your application.
3. Application reviewed by all pertinent Borough entities.
4. Notice of approval, denial or request for change in paperwork will be sent via email to the applicant by the Borough.
5. Applicant receives an electronic permit via email once approved.
6. After event has been completed, the applicant will send an email to [ascalgione@seabrightnj.org](mailto:ascalgione@seabrightnj.org) requesting the return of their security deposit. After 30 days of the event, the deposit will be nonrefundable.
7. The Borough will confirm that the deposit may be returned, and the payment will be placed on the next payment of bills.

## **RULES GOVERNING YOUTH ACTIVITIES**

1. There must be adequate adult supervision of activities that involve persons under 18 years old of age
2. Supervision by adults extends to the entire building (exterior and interior) being requested on the application
3. Children are not permitted outside the approved leased / rented area on the application
4. Control must be exercised at pre-assembly and dismissal periods
5. All entrances and exits shall be controlled
6. Individuals identified on the application: The main contact shall be on site and ensure that supervision is provided with this agreement
7. Any youth-serving organization requesting the use of any of our facilities shall ensure that all of its own rules, regulations, training, and safety precautions are in effect for those individuals that are designated as being in charge of such activities on your premises

### **PLEASE NOTE:**

- Recreation Department and Borough Activities are prioritized
- Must have insurance by MEL/JIF (T.U.L.I.P Program), or homeowners' policy if adequate.
- No Alcohol Permitted, unless a waiver has been approved by the Governing Body
- Dates of availability are limited, based on scheduling.
- Applicant must not block any entry/ egress areas or routes of travel for exiting the facilities in the event of an emergency
- Parking- Paid parking is in effect May 15<sup>th</sup> through September 15<sup>th</sup> of each year. Applicants and attendees are required to pay to park during this time.
- All Borough policies & ordinances regarding use, timeframes, noise, permits, inspections, etc. shall be enforced and adhered to by the applicant
- The applicant shall be responsible to the Borough of Sea Bright for all property damage
- All applicants are responsible for the clean-up of all approved rental/ used areas. Applicants must ensure that trash, recycling, and other garbage is removed as directed
- Smoking is not permitted indoors at the Community Center. Users of any facility should ensure the proper disposal of any cigarette butts (outdoor trash cans, ashtrays, etc.)
- Firearms, explosives, or flammable materials are not permitted without the expressed written approval or permit being authorized by the local Police Department or fire officials

## Facility Rental Application and Agreement

Facility being requested:

- ☐ Cecile F. Norton Community Center
- ☐ Dina Long Community Room

Applicant Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization Address: \_\_\_\_\_

☐ 501c3 with certification attached

☐ Non-Profit with certification attached

Name and phone number of the responsible person who will be on-site during the event:

\_\_\_\_\_

Date(s) Requested:

\_\_\_\_\_

Time (Include set-up and clean-up): \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_

Equipment requested: \_\_\_\_\_

Please check all that apply:

- ☐ Admission fee required
- ☐ Alcohol waiver requested
- ☐ Fire permit requested
- ☐ Raffle license required
- ☐ Food/snack service – Use of kitchen

**RESOLUTION NO. 166-2025**  
**COMMUNITY CENTER RENTAL FEES**  
**BOROUGH OF SEA BRIGHT**

Councilmember Bieber introduced and offered for adoption the following Resolution;  
seconded by Councilmember Keeler:

**WHEREAS**, the Governing Body of the Borough of Sea Bright wish to hereby establish the following fees for use of the Cecile F. Norton Community Center:

**A. User Fees:**

1. Private Parties:

\$150/day for Sea Bright Residents

\$250/day for Non-Sea Bright Residents

2. For Profit Organization Event:

\$150/day or \$25/hour for Sea Bright Residents

\$250/day or \$50/hour for Non-Sea Bright Residents

3. Non-Profit Organization Event:

\$25/day for Sea Bright Residents

\$50/day for Non-Sea Bright Residents

4. Sea Bright open recreation: No Charge

5. Other recreation programs/events:

Participation fee to be determined by Recreation Director or Borough Administrator

**B.** In addition to the user fee, a \$200.00 refundable deposit fee will be required for all events in the recreation center. This deposit fee will be returned within ten days after the event to the applicant, provided the facility is left in a condition deemed satisfactory.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that the above fees are hereby approved effective immediately.

**BE IT FURTHER RESOLVED** that a copy of this resolution, certified to be a true copy, be forwarded to the following:

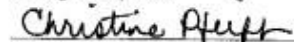
1. Library/Recreation Program Coordinator
2. Finance Manager
3. Borough Administrator

<b>Roll Call:</b>	Bieber,	Catalano,	Gorman,	Keeler,	Lamia,	Leckstein
	Yes	Yes	Yes	Yes	Yes	Yes

August 19, 2025

**CERTIFICATION**

I, Christine Pfeiffer, Borough 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 August 19, 2025.

  
Christine Pfeiffer, Borough Clerk

## HOLD HARMLESS AGREEMENT

Between the Borough of Sea Bright, and

\_\_\_\_\_. (Applicant)

WITNESSTH:

1. \_\_\_\_\_ (Applicant) agree to

release, indemnify and hold harmless the Borough

of Sea Bright from and against any loss, damage or liability, including attorneys' fees and expenses incurred by the latter entities and their respective employees, agents, volunteers, or other representatives, arising out of or in any manner related to the \_\_\_\_\_.

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

---

---

---

Location: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant)

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

