

BOROUGH OF FANWOOD RECREATION COMMISSION

FACILITY USE AGREEMENT



This Agreement is between the Borough of Fanwood and

Name of Contact Person: _____

Address: _____
Street Town State Zip

Telephone: Home: _____ Cell: _____ Work: _____

Name of Organization: _____
Forest Road _____ LaGrande _____

Rooms to be used: _____

Date(s) of Event: _____ Start Time(s): _____

Finish Time(s): _____

Description of Event: _____

Estimated Number
Of Participants: _____

Based on the above information, it is agreed that a use fee specified on the **Rental Fee Schedule** will cover the overhead and operating expenses for the function involved. The applicable fee is to be paid upon submission of completed forms.

In addition, there is a \$100.00 security fee due, at the signing of this Agreement that is totally refundable if there is no damage to the property. Please make your check payable to Borough of Fanwood/Recreation Department. Once the Recreation Commission is satisfied that a proper clean-up has been done, the deposits will be returned unless there is breakage or damage to the property, in which case the cost of breakage, damage, loss of keys, cleanup or other required services will be deducted from the respective deposits. Any excess will be charged to the applicant, who will be required to pay the further damages.

Notification of cancellation must be received one week before the event for a full refund. In the event that there is a cancellation within the week of the event, all monies less \$25.00 will be returned.

All groups and individuals must agree to follow the guidelines as presented in the **Rules For Use and Care of the Facilities** and must not conflict with the purposes of the Recreation Department. Please read these guidelines carefully to avoid any misunderstandings.

Recognizing the diversity of our user groups, there may be special provisions that will apply. These will be covered by discussion between the Recreation Commission of the Borough of Fanwood and the person(s) or organization and will be a part of this Agreement of Understanding by addendum.

All designated user groups and individuals must sign a **Hold Harmless Agreement** as part of their agreement to use the facilities, and they understand and agree that they are obligated under the terms and conditions of the **Hold Harmless Agreement**.

The Recreation Commission of the Borough of Fanwood hopes that you will enjoy the use of our facility.

By signing this Agreement, you have agreed to all terms herewith and to the **Rules For Use and Care of the Facility**, which will be provided together with this Agreement.

By:
Fanwood Representative

By:
Applicant

Print Name

Print Name

Signature

Signature

Date: _____

2/24/07