

BOROUGH OF FANWOOD RECREATION COMMISSION

RULES FOR USE AND CARE OF THE FACILITY
(To be provided together with the Facility Use Agreement)



Any violation of the rules below can lead to a group's/individual's forfeiting of the deposit paid. The Borough of Fanwood reserves the right to stop a group's further use of the facilities if there are repeated or egregious violations of the rules.

Contact Person

1. All groups/individuals must designate a contact person who will be responsible for implementing and overseeing the rules regarding use and care of the facility as well as the payment of fees and deposits.

Entering and Closing the Facility

2. The contact person must pick up the key(s) and receive materials explaining use of the rooms, clean-up, fire safety regulations, special services, etc.
3. Parking is available on street and parking lot, not in the park. Please use care in parking legally in the designated spaces available.
4. Fans and lights should be turned off before the group leaves the facility. Check not only the room(s) you used, but also the restrooms and by the front door. **Do not turn off the lights in the restrooms; they will automatically turn off.**
5. All windows and doors must be locked before the group leaves the facilities. They should be locked by the group whether or not yours is the last to leave. In general, it is the responsibility of the group to secure the building at the conclusion of its activity. If doors cannot be locked, you must call the Police Department at 322-5000.
6. Any members of the group who do not possess a key and want to enter the building must make their own arrangements with the contact person. Borough employees will not be available for this purpose. We recommend that group leader(s) or contact person(s) arrive early in anticipation of members of their group arriving.
7. One key will be obtained from the Administration Office, Fanwood Borough Hall, if the use is during the day; the key should be obtained from the Fanwood Police Department if the use is during the night. At either time, day or night, the key shall be returned immediately after use.

Setup and Use of Rooms

8. All tables, chairs, and kitchen counters, supplies and utensils must be wiped down and put away in their proper place before leaving. Chairs should be returned to the chair racks and

- tables should be returned to the table racks. Any remaining furniture should be left in order—arranged in a neat fashion, presumably as it was left before the group arrived.
9. Any rooms, hall, kitchen, or combination of the same must be cleaned and ready for the next group. Any recyclables should be placed in the appropriate bins located in the building. Any wet garbage or paper should be packed up, tied and placed in the dumpster outside the building.
 10. The use of tape, thumb tacks, nails, screws, or permanent markings is not allowed.
 11. Unless arranged in advance, food must not be consumed in any area other than the main facility room, in the kitchen, or in the connecting hallway.
 12. Usage contracts are not transferable. 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
 13. Activities and functions must be contained to the agreed upon room(s) or areas (plus use of rest rooms).

Kitchen Use

14. Storage of materials is not available, except by special arrangement.
15. If the group uses the oven in the kitchen, the kitchen fan must be used.
16. Instructions for the use of the stove are posted near the stove. Groups must observe these instructions.
17. Coffee grounds and large food items or waste must be put in the container marked trash in the kitchen (and, as per the item #9, ultimately put in the outside dumpster). **Coffee grounds and large food items or waste must NOT be put in the kitchen sink!** This has been a serious problem that has caused the Recreation Department significant plumbing problems.
18. No storage of food is allowed. All unused food must be taken away on the day of use, including refrigerated items, freezer items, as well as sugar for coffee.

Fire Safety Regulations

19. All fire safety guidelines (as enclosed) must be observed.
20. No candles or other open flames (e.g., sterno) are to be used without prior approval.
21. All fire exits are to be kept clear.

22. The group contact person(s), or group leader(s), should make the fire extinguisher locations known to the whole group, and on any occasion in which a fire extinguisher is used, the contact must report that use to the administration office.
23. This is a **NON-SMOKING** facility. No smoking is allowed within the facilities under any circumstances. Smoking is permitted outside the building. (Please remind your group to dispose of cigarette butts in the receptacles provided.)
24. The capacity of the LaGrande Park facility is 40 persons. The capacity of the Forest Road Park Facility is 140 persons. Groups must comply.

Damage and Liability Insurance

25. Unless explicit arrangements to the contrary have been made and approved, and unless the group is covered under the Borough's own insurance, all groups that use the facilities must have their own liability insurance. The Borough of Fanwood must be added as an additional named insured by the group and a Certificate of Insurance reflecting same shall be provided before use will be allowed. In the event insurance cannot be obtained, the Hold Harmless Agreement must be signed.
26. If an accident does occur, the group must complete an Accident Reporting Form when keys are returned to the Borough.
27. Groups are accountable for and charged for damages incurred.

Supervision of Children

28. Children (16 and under) must be adequately supervised by an adult at all times. They may not wander the building.

General Provisions

29. Groups must provide care and security of personal property of event participants. The Borough of Fanwood assumes no responsibility for property left in the facility or for items that are lost or stolen.
30. Groups using the facility shall assume responsibility for participants during their use of the facility.
31. **No alcohol or other drugs/narcotics are allowed on the premises.**
32. A group sponsoring an event for the outside public must post a sign clearly indicating its sponsorship.

2/23/07