



# Borough of Westville

165 Broadway  
Westville, NJ 08093

Phone: 856-456-0030 • Fax: 856-742-8190 • www.westville-nj.com

---

## APPLICATION FOR USE OF COMMUNITY CENTER 1035 Broadway

Organization/Requestor's Name \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Phone #: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

*Please indicate the day(s) and time(s) you are requesting use of Community Center, along with the duration of use.*

Date: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Number of Persons attending \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of person completing this form.)

[Attached Hold Harmless form must be completed and submitted with this form.]

**DO NOT WRITE BELOW THIS LINE ~ FOR OFFICIAL USE ONLY**

APPROVED: YES  NO

---

(Signature of Municipal Clerk/Administrator)

# HOLD HARMLESS AGREEMENT

"To the fullest extent permitted by law, \_\_\_\_\_

(Name of individual)

Name and Address of organization \_\_\_\_\_

\_\_\_\_\_

agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Westville, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Westville against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Westville, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Westville, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract".

By: \_\_\_\_\_

Applicant (applicant must have their signature notarized)

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

.....

APPROVED: \_\_\_\_\_

(Christine A. Helder, Municipal Clerk)



# Borough of Westville

165 Broadway, Westville, NJ 08093

Phone: 856-456-0030 • Fax: 856-742-8190 • [www.westville-nj.com](http://www.westville-nj.com)

---

## **POLICY & PROCEDURES FOR USE OF BOROUGH COMMUNITY CENTER 1035 BROADWAY**

All Events held on Borough owned property, for use by privately administered and sponsored organized activities will be considered only after an Application has been fully completed and filed with the Borough of Westville Municipal Clerks Office.

Upon receipt and review by the Municipal Clerk as to completeness, the request will be forwarded for consideration by Borough Administrator & Buildings and Grounds Committee for approval.

Terms of use of Borough facilities, should approval be granted, are as follows:

1. Requesting Individual(s) and Organization(s) will be entirely responsible for the conduct and actions of those individuals attending and participating in activities. Disruptive behavior, inappropriate language and other generally disorderly conduct is not permitted and will not be tolerated.
2. A refundable security deposit of \$100. must be included with the Application.
3. Requesting Individuals and Organizations will clean up trash and debris and place it in the proper containers before departing after your activity.
4. Requesting Individuals and Organizations will repair or restore any use related damage or wear to the facility before departure.
5. Gambling and alcoholic beverages of any nature are prohibited. Violators and responsible individuals and organizations will be prosecuted and permission for future use will be immediately revoked.
6. Requesting Individuals and Organizations are required to obtain General Liability, insurance at minimum amount stated on page 2. The Borough of Westville shall be named as a certificate holder/additional insured for Groups II and II. Successful applicants shall not be permitted access to the Borough facility until evidence of the required insurance has been submitted to the Borough Clerk. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New

Jersey and acceptable to the Borough of Westville. NOTE: SEE ATTACHED CLASSIFICATIONS

7. In addition, a Hold Harmless Agreement shall be properly executed and notarized, by a person authorized to do so and returned. Again, both the insurance certificate/insurance policy and hold harmless agreement must be received by the Borough Clerk before the requesting individual or organization uses the facility.

Individuals - Weddings, wedding receptions, graduation, birthday parties, etc.  
Non-Profit/Charitable Groups - Civic groups, service clubs, churches, etc.  
Commercial Rental - Flea markets, business displays/seminars, parties, receptions

## REQUIREMENTS

### I. INDIVIDUALS

- A. General Liability \$ 100,000

Evidence that the individual has personal liability insurance in force is sufficient. This will normally take the form of a "Homeowners, Condo, or Tenants" policy where the personal liability coverage is included along with other coverages for the individual. A copy of the policy in lieu of a certificate of insurance is acceptable.

### II. NON-PROFIT/CHARITABLE GROUPS

- A. General Liability \$ 300,000  
B. Municipality named as "Additional Insured"  
C. Hold Harmless Agreement required in "Use of Facilities" agreement

### III. COMMERCIAL (FOR PROFIT) GROUPS

- A. General Liability \$ 1,000,000  
B. Municipality named as "Additional Insured"  
C. Hold Harmless Agreement required in "Use of Facilities" agreement  
D. Evidence of Workers' Compensation coverage Statutory