

Borough of Westville

Senior Center – INSTRUCTIONS Application & Rental



Borough of Westville
165 Broadway
Westville, NJ 08093
Telephone: 856-456-0030
Fax: 856-742-8190
Website: westville-nj.com

These instructions have been prepared to help renters understand the full process from start to finish. For any questions regarding rental of the Senior Center, please call the Clerk's office at Borough Hall.

Application: Complete before coming into the office. Application packages can be printed from our website or picked up at Borough Hall.

1. Entirely complete "Use of Senior Center Application".
 - a. Do not write below the dotted line, the bottom section will be completed by a Borough official.
 - b. Please call the Clerk's office for all questions and date availability.
2. Fill out the first two lines of the "Hold Harmless Agreement": the name of individual/organization and the address of the individual/organization.
 - a. Do NOT sign unless in the presence of a notary. Signing and getting this form notarized can be done at Borough Hall. Appointments are required and may be scheduled by phone.
3. Review "Use of Senior Center Contract", "Use of Facilities Agreement", and "Event Insurance Requirement".

Bring the following items with you when submitting your application:

1. Completed "Use of Senior Center Application".
2. Notarized or unsigned "Hold Harmless Agreement".
 - a. If you will be getting this document notarized at Borough Hall, please call ahead to schedule an appointment to ensure a Notary Public is present when you come in.
3. Unexpired driver's license.
 - a. Alternative: Other government issued photo ID, and proof of residence.
4. \$300 cash security deposit.

Approval of Application: A Borough Official will review your submitted application. You will be notified by email if your application is approved or if additional information is required prior to approval.

Additional Documents Due Before Event: Due at least 3 weeks prior to the event, or due immediately upon approval if the event is less than 3 weeks away.

1. Rental fee paid at Borough Hall in cash/check/money order.
 - a. If the event is less than 3 weeks away, the rental fee must be paid by cash or money order.

2. Initialed “Use of Senior Center Contract”. Initial each page on the lines located at the bottom right of the page. This item may optionally be completed at the time of application.
3. Executed “Use of Facilities Agreement”.
 - a. The Borough Official will provide a filled-out form to be initialed and signed.
 - b. Initial each page on the lines located at the bottom right of the page.
 - c. Sign and print your name on the ‘User’ lines. The Borough Official will sign the ‘Borough of Westville’ lines.
4. Certificate of Insurance. Further information can be found on “Event Insurance Requirement”.
5. Chaperone Form *if needed*.

Rental Inspections: A pre-event inspection and a post event inspection. The Borough Official will schedule with the pre-event inspection with the event contact no more than 3 days in advance of the event. A post-event inspection will be completed within 1 business day of the conclusion of the event. See “Rental Inspection Checklist” for the form that will be completed.

Return of Security Deposit: The deposit will be returned within one business day upon completion of a post-event inspection with no damage. If damage is present, any remaining portion of the security deposit will be returned within five business days of the complete post-inspection. The security deposit must be collected from Borough Hall.

Borough of Westville

Use of Senior Center Application 1035 Broadway



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Organization/Requestor's Name: _____

Phone: _____ Email: _____

Address: _____

Secondary Contact Name: _____

Phone: _____ Email: _____

Address: _____

Please indicate the day and time you are requesting use of Senior Center, along with the duration of use.

Date: _____ Start Time: _____ End Time: _____

Number of Persons Attending Event [Maximum Capacity: 70]: _____

Name/Type of Event: _____

Will juveniles be present? Yes ___ No ___ If yes, what ages? _____

If juveniles are present, Applicant must submit completed Chaperone Form prior to event.

The applicant hereby requests the use of the Senior Center specified above and agrees to all terms included in the Borough of Westville's "Use Senior Center Contract" and the "Use of Facilities Agreement"

**Fees Required: \$300 cash security deposit
\$400 rental fee (property owners)
\$500 rental fee (all others)**

(Hold Harmless Agreement, Driver's License, and Security Deposit must be submitted with application)

Signature of Person Completing this Form: _____ Date: _____

DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY

Security Deposit: _____ Date: _____ Received by: _____

☐

Hold Harmless Agreement

☐

Copy of ID

APPROVED ☐ DENIED ☐ REASON: _____

(Signature of Borough Official)

HOLD HARMLESS AGREEMENT

BETWEEN THE BOROUGH OF WESTVILLE

AND

(NAME OF INDIVIDUAL AND/OR ORGANIZATION)

(ADDRESS OF INDIVIDUAL AND/OR ORGANIZATION)

The above 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, damages 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".

Signature of Applicant: _____ Date: _____
(Signature must be Notarized)

Notary Statement:

State of New Jersey

County of Gloucester

Subscribed to and sworn before me on this _____ day of _____, 20_____,
_____ proved to me on the basis of satisfactory evidence to be the person
who appeared before me.

IN WITNESS Whereof, I have hereto set my hand and official seal.

Notary Public: _____

Borough of Westville

Use of Senior Center Contract
1035 Broadway



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POLICY & PROCEDURES FOR CONTRACT USE OF BOROUGH OF WESTVILLE'S SENIOR CENTER 1035 BROADWAY

All Events held at the Borough-owned Senior Center will be considered only after an application has been fully completed and filed with the Borough of Westville Municipal Clerk's office.

Upon receipt and review of the Municipal Clerk as to completeness, the request will be forwarded for consideration to Borough Officials for approval. Any Application for Use may be denied based on the discretion of Borough Officials as to the appropriateness of any requested usage of the Senior Center and the suitability to the intended purposes for use of the Senior Center.

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. Specifications for use of the Senior Center:
 - a. Maximum Capacity: 70 people
 - i. No animals are permitted
 - b. Event Times: 4-hour time slots, events are not to exceed 10:00 pm
 - c. Set up provided:
 - i. Up to two 8' long rectangular tables will be placed beside the kitchen for use as a buffet station
 - ii. Up to seven round tables will be set up with 6-10 chairs per table
3. Security Deposit: A refundable security deposit of \$300 (cash) must be included with the application to reserve the event date. Applicant will be responsible for the cost of repair of any damage incurred during the use of the facility.
 - a. A pre-inspection of the facility will be scheduled no more than 3 days before the event and subject to availability with a borough official and the applicant present.
 - b. Requesting Individuals and Organizations will notify the Borough immediately if any damage to the Senior Center occurs during use. Email sjohnson@westville-nj.com.
 - c. The deposit will be returned within one business day upon completion of a post-event inspection with no damage. If damage is present, any remaining portion of the security deposit will be returned within five business days of the completed post-inspection.

4. Rental Fee: The fee to use the Senior Center is \$400 to Borough of Westville property owners and \$500 to all others. Payment must be made three weeks prior to the date of the event. Payment can be in the form of cash, check, or money order – no credit cards payments can be accepted. In the event that the application is received within the three weeks prior to the event, payment is due upon approval of the application in cash or by money order, personal checks will not be accepted.
5. Cancellation Policy: A full refund of the security deposit and rental fee will be provided with at least seven days' notice for cancellation. Cancellation with less than seven days' notice will result in forfeiture of the security deposit.
6. Nothing is to be taped, stapled, or attached to any wall, window or doors in the Senior Center. No painting inside facility. No confetti or glitter is permitted. No gum allowed.
7. No candles or open flames are permitted inside the Senior Center.
 - a. Responsible use of sterno canned heating fuel for the purpose of keeping food warm is permitted.
8. The kitchen is for heating up purposes only, no cooking shall be done.
9. All materials brought into the Senior Center must be removed immediately following the event. The room must be clean:
 - a. Tables wiped clean
 - b. Kitchen wiped clean, including appliances
 - c. Toilets and sinks free of any materials
 - d. Extra food, beverages, and other material taken home or thrown away
 - e. Garbage must be placed in plastic bags and taken outside to large trash bin
10. **Possession of weapons, alcohol, illegal or controlled substances on the Borough of Westville's property is strictly prohibited.** Violators will be prosecuted and permission for future use of the facility will be revoked.
11. Use of the Senior Center is limited to the main room, the kitchen, the bathrooms, and the coat closet only, all other spaces (office areas) are off limits.
12. Items may not be sold, exhibited, or displayed without prior permission.
13. Bouncy houses and other amusements **are not permitted on Borough owned property.**
14. The Borough of Westville will not be responsible for any property left, lost or stolen at the Center.
15. Approval of this application does not permit the applicant to lease or allow any other individual or organization to use this facility in their name.

16. The individual completing this paperwork is financially responsible for any and all damages to the property of the Borough of Westville Senior Center and any personal injuries, which may result during use. The Borough of Westville does not assume liability for groups or individuals attending an event in the building. The Borough of Westville does not accept any responsibility for supplies or other items brought into the Senior Center by an individual attending a function.
 - a. Application approval is subject to receiving insurance policy documents at least 3 weeks prior to the event. If the application is made within 3 weeks prior to the event, the insurance policy document is due at the time of approval.
17. Failure to comply with the above policies and required documents may void the Senior Center Rental Agreement.

BOROUGH OF WESTVILLE

USE OF FACILITIES AGREEMENT



The Borough of Westville, a Municipality of the State of New Jersey, hereby agrees to allow

Name of Person: _____

Hereinafter referred to as "User" to use the Senior Center, located at 1035 Broadway for the purpose of _____

on (date): _____

The above USER shall contact the Borough of Westville prior to use of the Facility and report any defective, hazardous or dangerous conditions found at the facility that may affect the return of their deposit.

(Name and Cell Number of Contact person)

INDEMNIFICATION:

USER shall indemnify, save harmless and defend **Borough of Westville**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **Borough of Westville**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **USER's** use of the named Facility, including all suits or actions of every kind or description brought against the **Borough of Westville**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the facility, participants or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

INSURANCE:

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **USER's** use of the **FACILITY**, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable.

USER shall be required to name the **Borough of Westville** as an “Additional Insured” on the **USER’s** policy of commercial general liability insurance, and simultaneously with the delivery of the executed *Use of Facilities Agreement*, **USER** shall provide the **Borough of Westville** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **Borough of Westville** has been designated as an “Additional Insured” where required. On or before the renewal date of said policy, **USER** shall be required to provide the **Borough of Westville** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **Borough of Westville** as an “Additional Insured” for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

Signed by an authorized representative of the **USER** and the **Borough of Westville** on this _____ day of _____, 20_____.

USER SIGNATURE

BOROUGH OF WESTVILLE SIGNATURE

USER PRINT NAME

BOROUGH OF WESTVILLE PRINT NAME

Borough of Westville

Use of Senior Center Event Insurance Requirement



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Schedule of Insurance

Notwithstanding the indemnification and defense obligations of the **USER**, the **USER** shall provide at its own cost and expense proof of the following insurance to the **"Borough of Westville"**:

General Liability including Products and Completed Operations Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of *one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars.*

The **Borough of Westville** shall be named as an **"Additional Insured"**, and a copy of the additional insured endorsement shall be attached to the Certificate.

Failure by the **USER** to supply such written evidence of required insurance and to maintain same for the duration of this agreement shall result in default of this agreement and **USER** shall be prohibited from using said facility. The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Borough of Westville. The **USER** shall take no action to cancel or materially change any of the insurance required under this Contract without the **Borough of Westville** Prior Approval. The maintenance of insurance under this section shall not relieve the **USER** of any liability greater than the limits or scope of the applicable insurance coverage.

GatherGuard

The Borough of Westville's Senior Center is registered with GatherGuard to provide an option for direct purchasing of an event insurance policy. Please do not buy a policy until your application has been approved.

<https://gatherguard.com/>

1. Click/enter the above link.
2. Click "Buy Now" and follow the prompts.
3. When entering venue information, the Senior Center can be found under its prior name "Westville Community Center, Broadway, Westville, NJ".
4. The email sjohnson@westville-nj.com can be used as the venue's email.
5. General liability coverage should be \$1,000,000.00
6. You must select the additional coverage of "Damage to Rented Premises" to increase the coverage to \$1,000,000.00.
7. Continue following the prompts.
8. Be sure to save a copy of your policy document. If there are any issues with the automatic notification to the Westville official, you will need to provide the policy document on request

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Use of Senior Center Chaperone Form

The Chaperone Form is required for children's birthday parties and other kids' events. If you are unsure if you need to complete this form, please contact the Clerk's office to discuss it. This form must be submitted no later than when the rental fee is paid (see item #4 of the Policy & Procedures of the contract).

Age Range of Children: _____ Number of Children: _____

Chaperone Information – *Minimum Requirement: 1 Chaperone Per 10 Children*

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Borough of Westville

Senior Center – 1035 Broadway Rental Inspection Checklist



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Date of Event: _____ Start Time: _____ End Time: _____

Renter/Organization: _____ Westville Official: _____

Area/Item	Condition Before	Condition After	Notes/Damages
Floors (Clean, Dry, & Undamaged)	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Walls & Paint (No Marks or Holes)	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Lights & Switches	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Doors, Handles, & Key	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Kitchen Sink/Counters	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Kitchen Appliances	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Bathroom Toilets	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Bathroom Sinks/Counter	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Bathrooms Stocked	☐ Yes ☐ No	☐ Yes ☐ No	
Cameras/Electronics	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Tables – Count: (Condition) -----	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Chairs – Count: (Condition) -----	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Coat Closet (Clean & Undamaged)	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Parking Area/Exterior (Undamaged & Clean)	☐ Good ☐ Damaged	☐ Good ☐ Damaged	
Trash Bins (Emptied)	☐ Yes ☐ No	☐ Yes ☐ No	
Trash/Food Removed		☐ Yes ☐ No	
Key Card Tag # _____	☐ Provided	☐ Returned ☐ \$50 Fee	
Contract & Forms	☐ Complete ☐ Deficient		
Deposit & Fee	☐ Complete ☐ Deficient		

Additional Comments: _____

Pre-Event Inspection Signatures:

Renter: _____ Date: _____

Official: _____ Date: _____

Post-Event Inspection Signatures:

Renter: _____ Date: _____

Official: _____ Date: _____