



Borough of
Neptune City
106 West Sylvania Avenue
Neptune City, New Jersey 07753

APPLICATION FOR USE OF RECREATIONAL FACILITIES

Name of Key Contact / Person Responsible: _____

For Use on Behalf of (group or organization name if applicable): _____

Address: _____

Phone Number: _____ Email: _____

Emergency Contact Name: _____ Phone Number: _____

Requesting Use Of see list of locations on fee page : _____

Date(s) of Requested Use: _____ Hours: _____

Anticipated Number of Participants: _____ Certificate of Insurance Policy #: _____ **

Purpose of Use/Event Description: _____

_____ Initial to confirm your understanding of the following conditions and requirements:

- ☐ The remainder of the park and the restrooms are still open to the public
- ☐ The area(s) that you have rented must be cleaned before you leave
- ☐ To receive the refund of your deposit, you **must** remove your own garbage from the facilities at the end of the event
- ☐ Use is allowed for the area requested and approved for the time frame requested and approved
- ☐ You are to keep the permit with you while using the park/facilities
- ☐ All Borough Ordinances must be followed (NO SWIMMING, NO SMOKING, NO ALCOHOLIC BEVERAGES, NO ANIMALS except service)
- ☐ All parks open at 6:00 am prevailing time and close at sunset (**Except** Memorial Park which closes at 9:00 pm if the lights are on)
- ☐ Memorial Park and the Gazebo are NOT available for rental on Holiday weekends
- ☐ All vehicles must be parked in the paved parking lot (NO PARKING ON THE GRASS)
- ☐ The Community Center assume no liability for and shall not be responsible for any/all damages
- ☐ The Borough assumes no liability for and shall not be responsible for any/all damages and/or injuries that occur on Borough premises
- ☐ If damages occur, the Renter will compensate the Borough within ten (10) days of receipt of the inspection report of all the expenses incurred over and above the amount of the deposit
- ☐ Renter shall indemnify and hold harmless the Community Center, the Borough of Neptune City, their employees, and agents as against any and all liability, damages and causes of action without limitation
- ☐ The risks of illness and injury from building/park/field/facilities use, including communicable diseases (such as MRSA, influenza, RSV & COVID) are significant and while particular rules, equipment and personal discipline may reduce the risks, such risks do exist

Signature of Applicant

Date

Signature for Borough Approval

Approved: _____ Denied: _____
Date Date

**** Applicants must agree to indemnify and hold the Borough harmless from any and all claims, injuries and/or damages arising out of the permitted use of the facility and must furnish evidence of adequate liability insurance coverage of a minimum of \$1,000,000 per person, incident and for property damage with such Certificate of Insurance clearly naming the Borough of Neptune City as additionally insured for the period of time which the permit is being issued.**

TERMS AND CONDITIONS FOR COMMUNITY CENTER RENTAL

For rental of: Community Center Multipurpose Room only, Gym only or Full Community Center Rental

- The use of tobacco, alcohol and/or controlled dangerous substances is prohibited within the Community Center or on the Community Center property
- The Community Center will provide tables and chairs
- No furnishings may be removed from the building at any time
- Limited decorating will be permitted
- Use of nails, screws, or other materials which may deface the walls, ceilings or floors is prohibited. Please check with the Community Center Personnel if there are any questions regarding the materials to be used
- The Community Center assumes no liability for and shall not be responsible for any/all damages
- If damages occur, the Renter will compensate the Borough within ten (10) days of receipt of the inspection report of all the expenses incurred over and above the amount of the deposit
- Renter shall indemnify and hold harmless the Community Center, the Borough of Neptune City, their employees, and agents as against any and all liability, damages and causes of action without limitation
- The Renter must be in attendance at all times and is responsible for the conduct of all persons entering the building during the terms of this agreement. All persons shall abide by all rules and regulations of the Community Center.
- The posted occupancy of each room is not to exceed a ration of ten (10) guests 17 years of age and under to one (1) adult will be adhered
- The Renter is responsible for general clean-up of the room(s), which includes but is not limited to a breakdown of the tables and chairs, and sweeping the floor area. Clean-up shall take place before your rental period ends. If additional time is needed an additional hour of rental will be applied at 1 ½ times the hourly rate of usage.
- The Renter will be responsible for approved security personnel when Renters expect more than 100 guests
- Additional fees may be incurred based on the anticipated number of guest for the Borough to make personnel available
- The Renter will receive notice of noncompliance, whose events caused damage, misconduct, police response. This notice is to inform the Renter that the Community Center reserves the right to refuse another rental in the future

Signature of Applicant

Date

Signature for Borough Approval

Approved:_____

Date

Denied:_____

Date

Neptune City Community Center Annual Registration Fees

RESIDENTS

Youth under 18

Resident Member 18 to 59:

Resident Senior 60 years old and up:

ANNUAL REGISTRATION FEE

No Charge

\$ 10.00

No Charge

NON-RESIDENT

Adult and Seniors:

\$ 20.00

FEES

Note: The Borough accepts payments by cash, check or money order.

Fees for refundable deposits and fees for rentals must be paid by separate checks.

Bathrooms are still open to the Public during rentals.

\$250.00 REFUNDABLE DEPOSIT FOR ALL USES LISTED BELOW

- ☐ **Community Center Multipurpose Room** – *during normal hours of operation*
 - o Rental Fee Residents: \$75.00 per hour
 - o Rental Fee Non-Residents: \$125.00 per hour
- ☐ **Community Center Gym** – *during normal hours of operation*
 - o Rental Fee Residents: \$75.00 per hour
 - o Rental Fee Non-Residents: \$125.00 per hour
- ☐ **Community Center Multipurpose Room** – *when Community Center is Closed*
 - o Rental Fee Residents: \$150.00 per hour
 - o Rental Fee Non-Residents: \$200.00 per hour
- ☐ **Community Center Gym** – *when Community Center is Closed*
 - o Rental Fee Residents: \$100.00 per hour
 - o Rental Fee Non-Residents: \$150.00 per hour

\$400.00 REFUNDABLE DEPOSIT FOR ALL USES LISTED BELOW

- ☐ **Community Center Full Center** – *during normal hours of operation*
 - o Rental Fee Residents: \$250.00 per hour
 - o Rental Fee Non-Residents: \$350.00 per hour

\$100.00 REFUNDABLE DEPOSIT FOR ALL USES LISTED BELOW

- ☐ **Memorial Park Pavilion (Pavilion Area Only)** – *from 9:00 am – sunset (or until the lights turn off)*
 - o Rental Fee Residents: \$75.00 per hour
 - o Rental Fee Non-Residents: \$150.00 per hour
- ☐ **Bocce Courts** – *from 7:00 am – sunset (or until the lights turn off)*
 - o Rental Fee Residents: \$200.00 per day
 - o Rental Fee Non-Residents: \$350.00 per day
- ☐ **Adams Field**
 - o Residents - Adams Pavilion: \$100.00 per day
 - o Non-Residents – Adams Pavilion: \$200.00 per day
 - o Rental Fee of \$25.00 per field, per **practice**
 - o Rental Fee of \$50.00 per field, per **game**
 - o Rental Fee of \$75.00 for rental of one field for ten (10) days – limit of two (2) games on one (1) field

\$ 25.00 REFUNDABLE DEPOSIT FOR ALL USES LISTED BELOW

- ☐ **Memorial Park Gazebo – Gazebo Area Only** – *rentals are for up to two (2) hours*
 - o Rental Fee Residents: \$50.00 for two hours use
 - o Rental Fee Non-Residents: \$50.00 for two hours use

For Borough Use Only:	Renter Name: _____
Date Application Received: _____	Received By: _____
Request Use of: _____	
Date(s) Requested: _____	Time(s) Requested: _____
Use Fees: \$_____ x _____ hours = \$_____ Cash/Check#: _____ Refundable Deposit: \$_____ Cash/Check#: _____	
PO# _____ Vendor ID: _____ Put on Calendar By: _____ On: _____	
Date Approved or Denied: _____ By: _____ Deposit Returned (Meeting Date): _____ Borough Check # _____	
DPW Inspected on _____ Special Fees incurred: YES NO see notes	

Countersigned Copy: Applicant

Copy Via Email (circle all that apply):

Public Works

Police Department

Finance Office

Community Center

Administrative Office