



Village of Ridgewood

131 North Maple Avenue ~ Ridgewood, NJ 07450 ~ 201/670-5560

Fax: 201/652-5498

Level One Village Hall Meeting Rooms Policy

<i>Rooms</i>	<i>Capacity</i>
Garden Room	12 to 25 people
Senior Lounge	25 to 30 people at tables; 50 seated
Youth Center	75 people at tables; 150 seated/standing

Administration

Applications for the use of this space shall be made to the Director of Parks and Recreation at least 30 days in advance of the requested date on the attached application and is subject to review under the conditions and limitations included below. Deposit is required at the time of approval, with final payment due prior to event. The date will be considered open until final payment is received.

Priority

The use of these rooms and facilities shall be made available to organizations in accordance with the following order of priority*. *Class examples listed in Exhibit A.*

Class A	Official business meetings of Village municipal government agencies, Ridgewood Board of Education, Village Council appointed Boards and Committees, and official professional association meetings.
Class B	Groups meeting under the sole jurisdiction of the Village of Ridgewood and activities co-sponsored/recognized by the Village of Ridgewood
Class C	Village of Ridgewood, Board of Education, and local branches of clubs and groups, both charitable and/or civic in nature. (Membership in this category must be comprised of majority of Ridgewood residents (60%) and the organization must have a Ridgewood mailing address).
Class D	Ridgewood residents and all other groups or organizations of Ridgewood.
Class E	Non Residents

*If Village operations require use of one of these rooms, the Village Manager will prioritize.

Conduct

The conduct of meetings will be respectable and well governed. No unpatriotic or religious acts or actions will be permitted. Children under 18 years must be supervised by adults signing application. No alcoholic beverages are or will be permitted in the building or on adjacent Village property for any meeting or function. No smoking is permitted inside or outside the building. No gambling or raffles of any type shall be permitted. Specific additional application and approval is required for groups to conduct sales or fundraising in support of a particular activity. No part of the building except the space permitted in the approved application will be entered or used. Village Hall must be vacated by 4:30 pm if used during the weekday, and 10:00 pm if used in the evening. Any group remaining after the designated closing time must pay additional security coverage and room rental fees (1-hour minimum charge).

Fee Schedule

The following fees are assessed to cover the cost of utilities and maintenance for the space used. Please make checks payable to the *Village of Ridgewood*. Please be sure to include setup and clean up in your time request.

	Room	Room Charge	Security Charge
Class A	All rooms	No charge	No charge
Class B	All rooms	No charge during regular open business hours, Monday-Friday 8:30 am-4:30 pm	No security staff charge will be rendered during normal work hours, Monday - Friday, 8:30am - 4:30pm. If staffing is required, a security charge of \$50.00 per hour shall apply during weekends, public holidays, as well as hours after 4:30pm. Large groups (over 75 attending) will also require one (1) additional Village Staff member for security of the building at the rate of an additional \$50 per hour.
Class C	Garden Room	\$30 first 2 hours, \$15 each additional hour or portion thereof	
	Senior Lounge	\$50 first two hours \$25 each additional hour or portion thereof	
	Youth Lounge*	\$70 first two hours, \$35 each additional hour or portion thereof	
Class D	All rooms	\$150 first two hours \$45 each additional hour or portion thereof	
Class E	All rooms	\$200 first two hours, \$75 each additional hr.	

Amenities Fee – Specific to Classes C, D & E for Kitchen Use/On Site Equipment– A \$100.00 fee will apply for use of the kitchen, tables, chairs, table games, electronics/technology (i.e. television, projector and screen).

Equipment & Care of the Facilities

The total care and maintenance of the facility is the responsibility of the applying group. All trash will be removed and placed in outside receptacle and furniture to be replaced and floors swept. Additional custodial maintenance fees will be assessed to those groups who fail to leave the facility in satisfactory condition.

- a) Village shall provide tables and chairs based on availability.
- b) All groups are responsible for any damages or defacement to the facility and/or surrounding Village property.
- c) There will be additional charges for broken equipment at the cost to repair and/or replace the item.
- d) No permanent signs, posters or exhibits of any kind shall be hung or placed in or around the premises.
- e) If kitchen is used, all equipment and supplies must be left in a clean and presentable condition.

Application and Payment Charges

Applications shall be made in writing on the official room request form, signed by a representative of the applying group, and submitted to the Director of Parks and Recreation.

Upon review of the application, the Village of Ridgewood reserves the right to request that the applicant hire additional security.

Where a fee is applicable, a check in the amount of such charge shall become due after the rental charges are confirmed in writing to the applicant. Do not mail payment until written confirmation is received. Where use of space is granted for a recurring use, payment shall be made at least one week in advance of the scheduled date or space may be reassigned.

The Village of Ridgewood shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the premises.

A *Hold Harmless Agreement* (attached) must be complete in advance of the rental and a certificate of personal liability insurance for not less than \$2,000,000 (1 million each occurrence, 2 million general aggregate) must be submitted with the Village of Ridgewood named as an additional insured.

Prior to an activity and upon the conclusion of a program, an official of the organization and a representative of the Village will check the condition of the premises. Both parties shall note the condition of the premises, with particular concern to cleanliness, any damage or shortage. Payment for any such damage or shortage will be made by groups causing said condition, and permission to hold subsequent meetings may be withheld until such payment is made. In cases of extreme facility misuse, further use of the building will be denied.

No permission for use of the building shall exceed a one-year long period. All long-term requests must be reconfirmed annually at least 30 days before the initial desired date.

The Village Manager in his/her discretion may at any time change or amend the foregoing regulations, reduce or waive fees accordingly, or deny from any organization or person the privilege of using the facility.

Village of Ridgewood



Ridgewood Community Center

131 North Maple Avenue

Ridgewood, New Jersey 07450

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Village of Ridgewood Ridgewood Community Center

Mission Statement

To provide a safe, clean, and supervised environment designed to meet the needs of all residents; as well as diverse services, programs, and special events held by and for the public and private sector.

Policy and Procedures Overview

The following policies and procedures are set forth to provide a safe and clean environment for those utilizing the Ridgewood Community Center. To ensure that all attendants are provided the same considerations during events at the Center, Ridgewood Community Center policies and procedures are strictly enforced.

The Mayor and Council of the Village of Ridgewood determine the policies governing the operations of the Village. The Village Manager, as the corporate authority for the Village of Ridgewood, or his/her designee, may revise the following policies and rates when necessary.

Center Closed on Holidays

New Year's Day

Martin Luther King, Jr.'s Birthday

Lincoln's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving (2 days)

Christmas (week)

Parks & Recreation Department

The Stable

259 North Maple Avenue

201-670-5560

Fax#201-652-5498

The Community Center

131 North Maple Avenue

201-670-5500 ext 301

Community Center Guidelines/Reminders

- No candles/flames of any kind are allowed in the Community Center.
- No fireworks or pyrotechnics.
- No alcoholic beverages or alcohol consumption allowed in the building or on the premises.
- All food and beverages are to be prepared, served, and consumed near the kitchen areas included in both the senior lounge and youth area.
- No food or beverages are permitted near electrical games, pool tables, or audio-visual equipment.
- Operation of theatre equipment is limited to Village employees and/or designated representatives.
- All entertainment must be age appropriate and non-offending.
- No metallic confetti or glitter.
- No paint or beverages in carpeted areas.
- No smoking is allowed in the building or within 75 feet outside of the facility.
- No obstructing of exit ways, aisles or corridors at any time.
- No loitering.
- All children must be supervised.
- Vandalism will not be tolerated. All incidents will be reported to and investigated by the Village of Ridgewood Police Department.
- All lights and electrical units must be turned off and unplugged after each event.
- All trash must be picked up and placed in the supplied receptacles and the rooms must be left in good condition.
- Damage of any nature must be reported to the Village employee immediately in person or via the emergency contact number listed on the Emergency Contact Sheet.
- Tampering with any fire alarm system and/or fire protection equipment is against the law. (This includes fire extinguishers and fire sprinkler systems). All incidents will be reported to and investigated by the Chief of the Ridgewood Fire Department. The office of Fire Prevention will determine prosecution and/or fine assessment.



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Application for Village Hall Meeting Rooms

Do not send payment with this application. Charges will be determined in accordance with the official rules and regulations governing the use of the building. Terms of building usage and fee requirements will be confirmed by mail to the applicant (contact person) listed below. Application may be emailed to dschablik@ridgewoodnj.net

Name of Organization _____

Address of Organization _____

Contact Name _____ Telephone _____

Contact Address _____

E-mail _____ Cell _____ Phone _____

Person responsible for the conduct of the meeting/activity (if other than above).

Name _____ Telephone & Cell: _____

Address _____

Room Request and Classification: Please circle.

Class: **A** **B** **C** **D** **E**

GARDEN ROOM	SENIOR LOUNGE	YOUTH LOUNGE
12 to 25 people	25 to 30 people at tables; 50 seated	75 people at tables; 150 seated/standing

If application is approved, the building will be open and available only during the specific hours requested on this form.

Date(s) Requested _____

Alternative Date(s), if any _____ Days of the Week _____

Specific Hours: Start: _____ to Finish: _____

Number expected to attend _____

Has the Police/Fire Departments been notified? Yes No

Will there a program admission charge? Yes No

Will the kitchen be required? Yes No

Please provide a brief description of the event that you wish to conduct and amenities requested: _____

Attach the signed Hold **Harmless Agreement** and **Certificate of Personal Liability Insurance**-

It is understood that at any time the Village of Ridgewood reserves the right to cancel any or all reservations or use of any portion of the building if it is deemed necessary. It is further understood that rules and regulations regarding the use of the building are to be strictly obeyed subject to the forfeiture of the future use of the building. The Village of Ridgewood shall not be held responsible for any injury to person or loss or damage to personal property in the use of the Village Halls premises.

Signature of Applicant _____ Date _____

Special accommodation request & approval: _____ Date: _____

FOR DEPARTMENT Use ONLY

Usage Fee _____ Room Rental _____ Custodian Assigned _____

Security _____

\$100.00 Amenities (Kitchen/Equipment) _____ Director, Parks and Recreation _____

_____ Total Fee _____ Approval Date _____

Additional Requirements: _____

Village of Ridgewood

HOLD HARMLESS AGREEMENT

Between the Village of Ridgewood and _____
(Name of Organization using facility)

Address: _____

Telephone & Cell: _____
Type of Organization (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of the use of _____, on
The following dates: _____ for the
purpose of _____, the undersigned agrees to
indemnify and hold the Village of Ridgewood and its officers, agents and employees harmless from
any and all liability, claims, costs, costs and attorney's fees arising out of the use of the property
referred to above.

We understand that this Hold Harmless Agreement also requires that the Village of Ridgewood be
indemnified from any losses or damages resulting from the acts or omissions from any guest,
participant, visitor or other person attending the event herein referred to. Unless waived in writing
by the Village of Ridgewood, we agree to furnish the Village of Ridgewood in advance of the event
date a Certificate of Insurance specifically naming the Village of Ridgewood as an additional
insured. The certificate will provide general liability coverage including bodily injury, property
damage, and personal injury with minimum limits of liability not less than \$ 2,000,000. In order to
induce the Village of Ridgewood to accept this Hold Harmless Agreement, the following
information concerning the intended use of the premises is furnished on the Application for Use of
Community Center Meeting Rooms.

The person signing this Agreement on behalf of the named organization has the authority to do so as
set forth on the attached special meeting of the organization so designating.

This Agreement shall remain in full force and effect for any continued, additional or postponed date
for the event indicated.

The Village of Ridgewood reserves the right to cancel or interrupt the event if the representations
set forth in the original Application are not adhered to or if the Village of Ridgewood determines
that a situation that might lead to personal injury, property damage or violation or law exits.

Signed the _____ day of _____ 20__ as the binding act in deed of

Name of Organization

Authorized Signature _____

Print Authorized Name & Title _____