

BOROUGH OF TENAFLY

Alliene S. D. Johnson Garden Room

Rules & Regulations

The Alliene S. D. Johnson Garden Room shall be available to Tenafly based groups, organizations and residents as explained under the following rules and regulations. The Garden Room facility consists of a large meeting room, greenhouse, small kitchen, gallery and restrooms. The greenhouse is not available for use. Occupancy of the Garden Room is limited as follows:

- 120 persons standing
- 100 persons with chairs only
- 55 persons with tables and chairs

Priority.

The use of the Garden Room and facilities shall be available to Tenafly groups, organizations and residents in accordance with the following order of priority:

Class A: Groups or organizations meeting under the sole jurisdiction of the Borough of Tenafly, including the Tenafly Garden Club, and activities co-sponsored by the Borough of Tenafly.

Class B: Official business meetings of Borough municipal government agencies, boards, commissions and committees.

Class C: Official use by Tenafly Board of Education.

Class D: Tenafly branches of clubs and groups, both charitable and/or civic in nature.

Class E: Tenafly residents for private use in accordance with these rules and regulations.

Class F: Any person or group with a valid permit for use of the park wishing to use the restrooms only.

Fee Schedule.

The following charges shall be assessed to help offset energy, building maintenance and security costs:

Class A & B: For all organizations falling in priority Class A and B there shall be no charge for use of the facility for official Borough business or Borough sponsored or Garden Club events.

Class C & D: For priority Class C and D there shall be no charge during the Borough's normal work hours, Monday through Friday, 9:00 a.m. to 4:00 p.m. For use of the meeting room at any other times the following fees shall apply:

Weekdays after 4:00 p.m. until 9:00 p.m.

- \$ 20.00 per hour or any portion thereof (2 hour minimum)

Saturdays, Sundays and Public Holidays – 9:00 a.m. to 9:00 p.m.

- \$ 50.00 per hour or any portion thereof (3 hour minimum)

Class E: For priority Class E, Tenafly residents only, desiring the use of the meeting room for social gatherings, private parties, shall be assessed a rental fee of \$ 50.00 per hour for the first two hours (2 hour minimum) and \$ 30.00 per hour for each additional hour or any portion thereof for use of the facility Monday through Friday, excluding public holidays, from 9:00 a.m. to 9:00 p.m. A rate of \$ 50.00 per hour shall apply for use of the facility on Saturday, Sunday or public holidays.

CLASS F: For priority Class F, use of restroom only, upon the payment of a fee in the amount of \$ 50.00 and the posting of a refundable cash security deposit in the amount of \$ 200.00.

Additional Fees.

For Class D and E desiring to use the small kitchen, a service fee in the amount of \$ 25.00 plus a refundable cash security deposit in the amount of \$ 100.00.

Conduct of Meetings.

- No alcoholic beverages permitted in the building or on adjacent park property.
- Smoking is not permitted inside the building.
- No part of the building except the space(s) permitted in the approved permit will be entered or used by the permittee.
- Building must be vacated by 4:00 p.m. if used during the day or by 9:00 p.m. if used during the evening. All individuals must be out of the building at the designated closing time listed on the permit.

- Any person or group remaining after the designated closing time shall be assessed an additional fee (two hour minimum charge).
- No gambling of any type shall be permitted.
- Raffles may be permitted upon the issuance of a raffle permit or license issued by the Borough of Tenafly.
- Approval is required from the Mayor and Council for groups to conduct sales or dinners to raise money in support of a particular activity.
- No religious services of any kind are permitted in the building.

Care of Facilities/Equipment.

- The Borough will provide chairs to accommodate up to 80 people. If additional chairs are required for the specific use, it shall be the responsibility of the applicant to provide them at his or her sole cost.
- All persons or groups using the facilities are responsible for any damages or defacement to the facilities and/or adjacent Borough property.
- If the kitchen use is permitted, all equipment and supplies shall be left in a clean and presentable condition or the security deposit shall be forfeited.

Insurance Requirements.

For priority Class C, D, and E, a Certificate of Insurance will be required. The Certificate of Insurance must list the name of the individual, group or organization as the insured and in addition list the Borough of Tenafly as the additional named insured. The liability limit for bodily injury and property damage must not be less than \$ 1,000,000 per occurrence.

Hold Harmless Agreement.

For priority Class C, D, and E, a Hold Harmless Agreement will be required indemnifying the Borough from any losses or damages resulting from the use of the facility.

Application and Payment of Charges.

All applications shall submitted at least five (5) business days in advance of the proposed rental date on official forms provided by the Borough, signed by a representative of the applying individual, group or organization, and submitted to the Director of the Department of Public Works. Where a charge is applicable, a

check or money order in the amount of such charge(s) shall be become due after rental charges and deposits, if any, are confirmed with the applicant and prior to the issuance of a permit. Do not mail payment until confirmation of fees is confirmed. All checks and/or money orders shall be made payable to "Treasurer, Borough of Tenafly."

BOROUGH OF TENAFLY
BERGEN COUNTY NEW JERSEY

Application for Use of Alliene S. D. Johnson Garden Room

Applicant's Information

Name _____ Telephone No.: _____ Email: _____

Address: _____ Town: _____ State: _____ Zip: _____

Name of Organization: _____ Type: For Profit Non-Profit Other

Address: _____ Town: _____ State: _____ Zip: _____

If "Other" checked above, describe: _____

Event Information

Date of Event: _____ Starting & Ending Time: From _____ P.M. To _____ P.M. [Circle A.M. or P.M.]

Alternate Date: _____ Total number of hours of use: _____ HOURS
[Complete in case Event Date is not available]

Purpose of Event: _____

Attendance: _____ Persons standing only Use of kitchen area YES NO
 _____ Persons seated in chairs Use of rest rooms YES NO
 _____ Persons seated in chairs at tables
 _____ TOTAL

Applicant Classification [Check Classification That Applies]

- Class A.** Groups or organizations under the sole jurisdiction of Borough of Tenafly and activities co-sponsored by the Borough of Tenafly.
- Class B.** Official business meetings of the Borough municipal government agencies, boards, commissions and committees.
- Class C.** Official use by Tenafly Board of Education. **See insurance requirements.**
- Class D.** Tenafly branches of clubs and groups, both charitable and/or civic in nature. **See insurance requirements.**
- Class E.** Tenafly residents for private use. **See insurance requirements.**
- Class F.** Any person or group with a valid permit for use of the park wishing to use the rest rooms only.

Fees

- Use of kitchen. [Class D and Class E] \$25.00 fee plus refundable cash security deposit in amount of \$ 100.00
- Use of rest room only. [Class F] \$ 50.00 fee plus refundable cash security deposit in amount of \$ 200.00
- Use of facility after 4:00 p.m. [Class C and Class D] \$ 20.00 per hour or any portion thereof (2 hour minimum)
- Use of facility weekends & holidays. [Class C and Class D] \$ 50.00 fee plus \$50. per hour or any portion thereof (3 hour minimum)
- Use of facility by Tenafly residents only. [Class E] \$ 50.00 fee for first two hours weekdays plus \$ 30.00 per hour each additional hour \$ 50.00 fee plus \$ 50.00 per hour for use of facility on weekends and holidays

BOROUGH OF TENAFLY
BERGEN COUNTY NEW JERSEY

Application for Use of Alliene S. D. Johnson Garden Room

Insurance Requirements

Certificate of Insurance. For Class C, Class D, and Class E use, a Certificate of Insurance will be required. The Certificate of Insurance must list the name of the individual, group or organization as the insured and in addition list the Borough of Tenafly as the additional named insured. The liability limit for bodily injury and property damage must not be less than \$ 1 million dollars (\$1,000,000) per occurrence. Certificate of Insurance must be submitted prior to the issuance of a permit for use of the facility.

Hold Harmless Agreement. For Class C, Class D, and Class E use, a Hold Harmless Agreement will be required indemnifying the Borough of Tenafly from any losses or damages resulting from the use of the facility. The properly executed Hold Harmless Agreement must be submitted prior to the issuance of a permit for use of the facility.

Borough Use Only

Date of Event: _____ Hours of Facility Use: _____

Total Number of Persons: _____ Check: Tables required Chairs required

Kitchen use: Yes No Rest room use: Yes No

Application reviewed by Supervisor of Building Maintenance

Signature: _____ Date: _____

Application approved by Director of Public Works

Signature: _____ Date: _____

Application approved by Borough Administrator

Signature: _____ Date: _____

Insurance Requirements Certificate of Insurance Attached
 Hold Harmless Agreement Attached

<u>Fee Calculation:</u>		<u>Fee</u>	<u>Deposit</u>
Weekdays after 4 pm to 9 pm [2 hour minimum]	No. hours ____ x \$ 20.00 hour	\$ _____	
Weekends & holidays 9 am to 9 pm [3 hour minimum]	No. hours ____ x \$ 50.00 hour	\$ _____	
Class E use weekdays 9 am to 9 pm	First 2 hours - \$ 50.00 fee	\$ _____	
Class E use weekdays extra hours	No. hours ____ x \$ 30.00 hour	\$ _____	
Class E use weekends & holidays	No. hours ____ x \$ 50.00 hour	\$ _____	
Use of kitchen - \$ 25.00 fee plus \$ 100.00 cash deposit		\$ _____	\$ _____
Class F use of rest rooms only \$ 50.00 fee plus \$ 200.00 cash deposit		\$ _____	\$ _____
TOTAL FEES		\$ _____	\$ _____

Application must be submitted to Department of Public Works no less than five (5) business days prior to proposed event date.

Separate checks required for fees and refundable deposit made payable to "Borough of Tenafly"

BOROUGH OF TENAFLY
BERGEN COUNTY NEW JERSEY

HOLD HARMLESS AGREEMENT
FOR USE OF ALLIENE S. D. JOHNSON GARDEN ROOM

Name of Person (Applicant) or Organization using the facility

Address (Not Post Office Box) Town State Zip Code

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Telephone Number

Email Address

Specify Individual, Partnership, Corporation, Non-Profit Corporation, Public Entity

In consideration of the use of the *Alliene S. D. Johnson Garden Room* on the following dates:

[Fill in dates of use of the facility]

The undersigned agrees to indemnify and hold the BOROUGH OF TENAFLY and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the BOROUGH OF TENAFLY is 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 BOROUGH OF TENAFLY I agree to furnish a Certificate of Insurance specifically naming the BOROUGH OF TENAFLY as additional insured providing general liability coverage including bodily injury and property damage with minimum limits of liability not less than \$1,000,000. In order to induce the BOROUGH OF TENAFLY to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a) Intended use _____
- b) Alcoholic beverages will not be served or consumed on the premises
- c) Live entertainment (will) (will not) be provided [cross out one]
- d) Total number of persons will not exceed _____

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

The BOROUGH OF TENAFLY reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if the BOROUGH OF TENAFLY determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20___ as the binding act in deed of:

Name of Individual or Organization

Signature of Witness

Authorized Signature

Printed Name and Title

Printed Name and Title