

Guidelines for OKCC Facility Users

Thank you for renting the Otto Kaufman Community Center (OKCC)! Here are a few guidelines that will help us keep the center tidy, and to keep our programs and reservations running on time for you, and those that follow you.

Meeting room reservations:

- Please have your event/meeting completed and cleaned up at your scheduled ending time.
- Return all tables and chairs to their original place.

Gym reservations:

- Please have your event completed AND cleaned up at your scheduled ending time. The group or individuals after you have paid for their full reservation, so please be courteous and end ON-TIME.
- Clean up any coats, gym bags, stray balls, trash, etc.
- No food or drink is permitted in the gym.
- Children under age 17 must be accompanied by an adult.
- Keep noise down to a minimum prior to entering gym
- Groups who reserve the gym for practice please make sure parents do not drop off children prior to their coach/parent being present.

Senior Center reservations:

- Facility Request
 - Please have your event completed AND cleaned up at your scheduled ending time.
 - The time you put on the Facility Request are the times you will be permitted to use the room(s).
 - If you are having a special event; i.e. birthday party, event w/ food, etc. please give yourself adequate time for setting/cleaning up. If you go over the allotted time you will be charged by the per hour rate.
- Any items in the Senior Center are the property of the Township/Senior Center. Please alert staff to any issues (i.e. broken items).
- Leave no trace.
 - Please return all tables and chairs to their original place.
 - Leave decorations in their original condition. This room is a shared space used by the seniors, and for other events and programs. Please be gentle with any holiday decorations and do not damage them. If you're hosting a children's party, and think the children will be tempted, please move any decorations from the tables.
 - Leave the bathrooms in the condition you found them. No running faucets, paper towels on the floor, etc.
- Renter responsibilities
 - Wipe/clean tables, counters etc.
 - Vacuum
 - Take trash out to dumpster

Signature

Date

Employee Signature

Date



MONTGOMERY TOWNSHIP RECREATION DEPARTMENT
356 Skillman Road, Skillman NJ 08558 609-466-3023
OKCC FACILITY REQUEST FORM

Name of Person in Charge: _____
Address: _____ City: _____ Zip: _____
Telephone: Day () _____ Mobile () _____
Organization Name: _____ Group Size: _____
Email: _____ Purpose: _____
Date(s): _____ Time(s): _____
Date(s): _____ Time(s): _____
Will you be having any vendors at your event? Yes _____ No _____
If yes, vendor(s) must comply with Montgomery Township insurance requirements prior to permit approval.

FACILITY REQUESTED -Please Check

- | | | |
|-------------------------|---------------------|------------------|
| <u>COMMUNITY CENTER</u> | () CONFERENCE ROOM | () DANCE STUDIO |
| | () MEETING ROOM | () PROGRAM ROOM |
| | () GYMNASIUM | |
| <u>SENIOR CENTER</u> | () MAIN ROOM | () LIBRARY |
| | () CONFERENCE ROOM | |

OTHER AREAS AND/OR FACILITY _____

WILL FOOD/BEVERAGES BE SERVED/SOLD? _____ WILL AN ADMISSION/ENTRY FEE BE CHARGED? _____

If this application is approved, the _____ (organization/individual) will assume responsibility for any damage thereto or loss of property that may occur, and for the due observance of all rules and regulations of the Township governing use of such areas and/or facilities. I agree to provide insurance and proof thereof in accordance with the Township's requirements. I further agree to leave all areas and facilities in a clean and safe manner. I have been provided with and understand the appropriate ordinance/policy regarding my use of the facilities/areas requested. I further understand that I may incur charges through my use of the facilities/areas requested. I understand that approval of this application will be withheld until proof of other authorized permits associated with this use, as deemed appropriate by the Township, are presented to the Recreation Department, and I assume all responsibility in securing such permits.

NO ALCOHOLIC BEVERAGES ARE PERMITTED

Signature _____ Date _____

APPROVED _____ DATE _____
Recreation Director
Insurance Received _____ Facility Aide Required YES/NO
Insurance Form Faxed to Our Carrier _____

COMMENTS _____
DENIED: _____ DATE: _____
REASON: _____

**Parks & Recreational Areas/ Otto Kaufman Community Center
Montgomery Township
Hold Harmless Agreement**

In consideration of the Township of Montgomery permitting me to use the

_____, or a portion thereof, on _____,
[venue] [date(s)]

I agree as follows:

1. *For use of a park or recreational area:* I will become familiar with and abide by the provisions of Chapter 9 of the Code of the Township of Montgomery (hereinafter "the Code") regarding parks and recreational areas, will cause any guests or attendees of the function for which I am using the park/ recreational area to become familiar with the provisions of Chapter 9 of the Code, and will ensure that all guests or attendees of the function I am conducting at the park/ recreational area abide by the provisions of Chapter 9 of the Code.
2. *For use of the Otto Kaufman Community Center:* I will become familiar with and abide by the Otto Kaufman Community Center Usage Policy attached to this Hold Harmless Agreement, will cause any guests or attendees of the function for which I am using the Otto Kaufman Community Center to become familiar with the policy, and will ensure that all guests and attendees of the function I am conducting at the Otto Kaufman Community Center abide by the policy.
3. In the event of any damage or injury to any person or property arising out of my use of the park/ recreational area or the Otto Kaufman Community Center, I agree:
 - (a) In the case of damage to the park/ recreational area, the Otto Kaufman Community Center, or any property, furnishings or equipment in or on the park/ recreational area or the Otto Kaufman Community Center, I will

reimburse the Township for any and all costs incurred by the Township to repair the damage or otherwise correct the condition, or replace any property, furnishings or equipment that cannot reasonably be repaired within fourteen (14) days of presentation of a statement by the Township for the costs of the repairs, correction, or replacement;

(b) In the case of damage or injury to any person(s), or to property owned by third parties, I will hold the Township harmless for any and all costs and damages it incurs as a result of the damage or injury, and defend the Township against any and all claims, actions or suits of any kind asserted against the Township as a result of my use of the facility.

4. I have read this Hold Harmless Agreement and Chapter 9 of the Code/ the Otto Kaufman Community Usage Policy, whichever is applicable, understand them and sign this Agreement voluntarily.
5. I will produce a form of valid, photo-identification at the time I execute this Agreement, which will be photocopied and attached hereto.

[signature on this line]

[print name on this line]

[date]

Recreation Department

Karen Zimmerman
Recreation Director



Montgomery Recreation
356 Skillman Road
Skillman, NJ 08558
Tel. (609) 466-3023
Fax (609) 466-6761

Who Must Provide Insurance?

Any organization that wishes to use Township of Montgomery facilities.

Insurance Required:

Evidence of General Liability Insurance with coverage for bodily injury and property damage of at least \$1,000,000 combined single limit each occurrence.

Evidence of commercial automobile liability insurance with coverage for bodily injury and property damage of at least \$1,000,000 combined single limit each accident.

The evidence of liability insurance must contain the following provision:

- The term insurance also includes the Township of Montgomery and its agents, servants, and employees, but only with respect to any liability arising out of the use by any other insured under this policy of any premises or facility owned and/or operated by the Township of Montgomery.
- The insurance afforded is primary insurance as to any other insurance in force by the Township of Montgomery

The evidence of liability insurance covering any contest, exhibition or any athletic or sporting event must also contain the following provision:

- The insurance afforded includes coverage for any claim or suit arising out of bodily injury of any participant.

Certificate Holder:

Township of Montgomery
2261 Van Horne Rd.
Belle Mead, NJ 08502

****Please make certain the TOWNSHIP OF MONTGOMERY is put down as the ADDITIONAL INSURED and fill out the section requesting DESCRIPTION.**