

## **Indoor Community Group Meeting Space Options- Updated October 16 2023**

Due to construction of the new Community Center building, as well as the Fair Haven Fields Concession Stand meeting room being occupied by DPW during DPW building renovations, there are various updates to available indoor facility use. We anticipate these options remaining in place until the building renovations are complete.

- **Community Center + Fair Haven Fields Meeting Room-** Not available
- **Board Of Education- Sickles and Knollwood-** Available, please see attached
- **Bicentennial Hall-** Available, please see attached
- **Borough Hall-** Available, please see attached



## Community Group Use of **BOE Facilities- Sickles & Knollwood**

### While Community Center is under construction

October 16, 2023- Opening of new Community Center

*To note: Due to continuously evolving BOE schedule, there may be times that BOE will need to cancel an approved community group use due to a school related purpose. BOE will do their best to alert the group with as much notice as possible if a schedule change is needed.*

**Start of use:** October 16, 2023.

**Available days of week:** Monday through Friday.

**Available times:** 3:30pm-8pm.

**Available space:** Classrooms + media centers + All Purpose Rooms at Sickles and Knollwood can potentially be made available depending on need and availability.

**Group size:** For classroom use, 25 is the max number of participants. If a larger group is needed, All-Purpose Rooms or Media Centers may be considered.

**Group types:** Community groups who have previously been granted indoor access in Borough facilities, such as Scouts and other local community groups. Ultimately, group access is at BOE discretion.

**Building access:** For approved uses, BOE will leave a main door unlocked and inform the groups of the door location. The door must stay closed at all times. BOE has cameras to monitor any suspicious activity.

**Cost:** There will be a cost for group use if the reservation causes BOE to open the building during non-regular hours (outside of Monday through Friday 3:30-8:00pm).

**Forms:** Groups must fill out and submit the BOE Facility Request Form. The BOE Facility Request Form can be found attached below or [HERE](#).

**Scheduling:** To request use of BOE facilities, send an email to BOE [smithd@fairhaven.edu](mailto:smithd@fairhaven.edu) and copy the Recreation Dept. [recreation@fhboro.net](mailto:recreation@fhboro.net) with your group request. Please send your request as early as possible and please send in bulk. We ask that just 1 person per group send in requests (example, 1 parent for each Scouts groups as opposed to multiple parents in each Scouts group).

**Community Group Use of Bicentennial Hall**  
**While Community Center is under construction**  
*October 16, 2023- Opening of new Community Center*

**Start of use:** October 16, 2023.

**Available days of week:** Mon- Sun.

**Available times:** 8am-10pm.

**Available space:** Bicentennial Hall

**Group size:** Per fire code. Standing ( 240), Chairs only ( 171), Tables & Chairs (80).

**Group types:** Community groups who have previously been granted indoor access at Bicentennial Hall. Ultimately, group access is at the discretion of Borough Hall officials.

**Building access:** Once approved, sign out key at Borough Hall 1<sup>st</sup> floor information window.  
Borough Hall is open M,T,W,F 8am-4pm ...TH 8am-8pm  
Summer hours Memorial Day – Labor Day- M,T,W... 8am-4pm...TH 8am-8pm...F Closed

**Cost:** Fee determined by use type. See attached.

**Forms:** Groups must fill out and submit the Borough Facility Request Form and Hold Harmless Form. These forms can be found attached below or [HERE](#).

**Scheduling:** To request use of Bicentennial Hall, send an email to the Recreation Dept. [recreation@fhboro.net](mailto:recreation@fhboro.net) with your request. Please send your request as early as possible and please send in bulk. We ask that just 1 person per group send in requests.

## **Community Group Use of Council Chambers @ Borough Hall**

### **While Community Center is under construction**

*October 16, 2023- Opening of new Community Center*

*To note: Due to continuously evolving Borough Hall schedule, there may be times that the Borough will need to cancel an approved community group use due to a Borough related purpose. Borough Hall will do their best to alert the group with as much notice as possible if a schedule change is needed.*

**Start of use:** October 16, 2023.

**Available days of week:** Monday, Thursday, Friday.

*To note: Fridays are not available Memorial Day through Labor Day.*

**Available times:** 9am-12pm.

**Available space:** Borough Hall Council Chambers located in the lower level of Borough Hall.

**Group size:** Max 25.

**Group types:** Community groups who have previously been granted indoor access for Borough facilities. Ultimately, group access is at the discretion of Borough Hall officials.

**Building access:** The building will be open. No key is needed.

**Cost:** No fee.

**Forms:** Groups must fill out and submit the Borough Facility Request Form and Hold Harmless Form. These forms can be found attached below or [HERE](#).

**Scheduling:** To request use of Borough Hall Council Chambers facilities, send an email to [acinquegrana@fhboro.net](mailto:acinquegrana@fhboro.net) and copy the Recreation Dept. [recreation@fhboro.net](mailto:recreation@fhboro.net) with your request. Please send your request as early as possible and please send in bulk. We ask that just 1 person per group send in requests.

# Fair Haven Parks and Recreation Department

## Facility Request Form

Organization/Club/League Name: \_\_\_\_\_  
 Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_ Town/State/Zip \_\_\_\_\_  
 Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Insurance Provider: \_\_\_\_\_  
 Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**FAIR HAVEN FIELDS**

Top Field       Lower Field #1       Lower Field #2       PIT   
 Baseball/Softball      FHF#1       FHF#2       FHF#3       FHF#4   
    Concession Stand       Concession Stand Meeting Room

**FAIR HAVEN COMMUNITY CENTER**

Community Center Meeting Room       Basketball (Green)       Basketball (Blue)   
 Baseball/Softball North Field       Baseball/Softball South Field

**BICENTENNIAL HALL**

**MCCARTER PARK**

Basketball       Multi-Use Field

**FAIR HAVEN DOCK**

Dock Use

**Reason for Use & Special Request:** \_\_\_\_\_

If this application is approved, \_\_\_\_\_, (Name of person /organization) will assume responsibility for any damages thereto or loss of property that may occur, and for the due observance of all rules and regulations of the Borough governing use of such areas and/or facilities. As the applicant, I realize that all areas and facilities shall be inspected by me prior to use. If I believe there is a safety issue, I will report this to the Fair Haven Recreation Department at 732 747 0241 (x216) and immediately end use of the facility. After use, I agree to leave the facility in a clean and safe manner. I further understand that approval of this application will be withheld until proof of other authorized documents are presented to the Recreation Department.

By signing this form, I/we hereby agree to participate in the activity indicated above. Further, I/we agree to assume responsibility for any injury or illness, including pandemic illnesses, resulting from said activity, and do hereby hold harmless, and waive all rights and action I/we may have against the Borough of Fair Haven, Fair Haven Recreation and any facility involved in this facility usage. By signing the form I understand that I am responsible for the actions of my group while they are using the Borough Facility. By signing this I agree that I am using the Borough Facility for the above activity only.

I/We agree to abide by all rules, regulations and policies set forth by the Fair Haven Recreation Department and the Borough of Fair Haven.

- Please make sure your group is aware of the rules of the facility for which you are using.
- Children must be accompanied by an adult at ALL times!

Please note: The Fair Haven Concession Stand meeting facility is not handicapped accessible; any individual who has a physical impairment or limitation which precludes their entrance to this meeting facility may request special accommodations or an alternative location. The Borough of Fair Haven will provide an alternate safe and accommodating environment to meet your needs. All requests for accommodations should be directed to Fair Haven Parks and Recreation Office at 732-747-0241, extension 216.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete this sheet and return with Insurance Certificate to: Fair Haven Parks & Recreation Office, 748 River Road, Fair Haven, NJ 07704

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Parks & Recreation**  
**Facility Usage and Guidelines on reverse side.**

## Borough of Fair Haven Parks and Facilities Usage Fees

Indoor facility use is intended for community benefit and non-profit activities. Borough recognized 501C 3 organizations may be considered for an exception.

### Community Center

**MEETINGS**                                      \$25 per day                                      Total Days: \_\_\_\_\_                                      TOTAL \$ \_\_\_\_\_

**Bicentennial Hall**                                      Resident group use \$10 per 2 hours, \$50 max per day                                      \_\_\_\_\_  
Non resident group use \$25 per 2 hour, \$100 max per day                                      \_\_\_\_\_  
Deposit \$250

Borough affiliated groups exempt

### FIELDS

**Camps**                                      Greater of 10% per participant or \$10 per participant  
Nonprofit camps exempt  
Total participants \_\_\_\_\_                                      Weeks: \_\_\_\_\_                                      TOTAL \$ \_\_\_\_\_

**Athletic Fields Tournaments**                                      \$100 Min. \$500 Max Per Field Per Day                                      TOTAL \$ \_\_\_\_\_

**Borough Organizations recognized by the Recreation Committee (Sports)**                                      \$5.00 per participant/season                                      TOTAL \$ \_\_\_\_\_

**One Time FIELD Use (2 hr max)**                                      \$50.00 (\$500 max 10 uses)                                      TOTAL                                      \$ \_\_\_\_\_

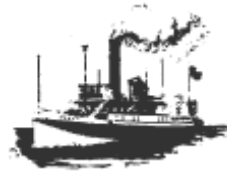
**One Time DOCK Use(2 hr max)**                                      \$50.00                                      TOTAL                                      \$ \_\_\_\_\_

If a Public Works staff member is required to be present on a Saturday or Sunday for regular games, a fee of \$250 must be paid prior to the event. Please indicate accordingly.

**ALL FEES PAYABLE TO BOROUGH OF FAIR HAVEN**

# BOROUGH OF FAIR HAVEN

748 River Road



New Jersey 07704

Parks and Recreation Department • Borough of Fair Haven • MUNICIPAL BUILDING • 732-747-0241 • FAX 732-747-6962

## HOLD HARMLESS AGREEMENT

Between the Borough of Fair Haven

and ( \_\_\_\_\_ )

\_\_\_\_\_ (Name/Group) agrees to release, indemnify and hold harmless the Borough of Fair Haven its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the Municipality, from and against any loss, damage or liability, including attorneys' fees and expenses incurred by the latter entities and their respective employees, agents, volunteers or other representatives arising out of or in any manner relating to:

**Event/Program:**

**Date:**

**Location:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# FAIR HAVEN BOARD OF EDUCATION

## APPLICATION FOR USE OF SCHOOL FACILITIES AND/OR GROUNDS

To Be Completed by Applicant:

Name	Address	Telephone
Organization		
SCHOOL FACILITY/AREA REQUESTED (CHECK)		
_____ Gym	SCHOOL: _____ Knollwood _____ Sickles	
_____ Stage	_____ All-Purpose Room/Auditorium (Knollwood)	
_____ Outside Access to Lavatories	_____ Classrooms (specify) _____	
_____ Computer Lab	_____ Playground Areas (specify) _____	
_____ Other (specify) _____		

**EXTERIOR DOORS MUST BE LOCKED AT ALL TIMES. APPLICANT IS RESPONSIBLE FOR DOOR MONITORS.**

Day(s) and Date(s) Requested	Time: From - To
Type of Activity	Approximate Number of Participants

EQUIPMENT NEEDED (e.g., tables, chairs, podium, public address system, etc., excluding athletic equipment)

NOTE: For extensive set-up and take-down of chairs, organizations are asked to assist the custodian in charge.

DATES NOT AVAILABLE \_\_\_\_\_

RESPONSIBLE ADULT (IF DIFFERENT FROM APPLICANT):

Name	Address	Telephone
Signature of Applicant		Date

AN APPLICATION WILL BE CONSIDERED FOR APPROVAL ONLY AFTER THE ORGANIZATION HAS SUBMITTED A CERTIFICATE OF INSURANCE NAMING THE BOARD OF EDUCATION AS AN INSURED. SUCH INSURANCE SHALL INCLUDE LIABILITY FOR PERSONAL INJURY OF AT LEAST \$1,000,000 EACH ACCIDENT; \$3,000,000 AGGREGATE. (ADDITIONAL USE CONDITIONS ARE NOTED ON THE REVERSE SIDE. PLEASE READ CAREFULLY.)

Application is approved \_\_\_\_\_ Not approved \_\_\_\_\_

If applicable: Police Officer Required: \_\_\_\_\_ Rental Fee: \_\_\_\_\_ Custodial Fee: \_\_\_\_\_

Signature of Superintendent	Date
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CONFIRMATION SENT TO:



## ADDITIONAL USE CONDITIONS

1. **Exterior doors must be locked at all times, propping them open is prohibited. It is the responsibility of the applicant to provide a responsible door monitor.**
2. Facilities are not available for use during scheduled holidays or vacation periods nor when schools are closed due to storm conditions..
3. Conflicting facility requests shall be resolved in accordance with the following priority listing (highest to lowest):
  - School Activities
  - School Organizations (e.g., PTA, study committees, etc.)
  - Local Non-Profit Organizations
  - Local Profit-Making and/or Private Organizations
4. Profit-making or private organizations or non-profit organizations requesting facility use outside of normal custodial work hours shall be charged a fee reflective of prevailing rates and conditions. Said fee shall be established in advance of application approval.
5. Facility use shall be confined to those areas for which application has been made and approved.
6. Rubber-soled shoes must be worn in the gym.
7. Smoking is prohibited (appropriate signs have been posted).
8. Alcoholic beverages may not be brought on school premises at any time.
9. Evening activities must be terminated by 10:00 P.M. unless exceptions have been approved in advance.
10. Activities involving children should be closely supervised to ensure safety and care of school property.
11. The District reserves the right to require a police officer at activities.
12. Organizations are asked not to bring their children to adult activities. We have experienced several recent incidents of property damage due to unsupervised youngsters.
13. Organizations should assume primary responsibility for clean-up after activities. Maintenance of clean and attractive buildings and grounds requires a cooperative effort.