

**Township of Denville Building and Facility Use Policy**  
**For Use by Outside Organizations**

The following procedures have been put into place by the Township in order use all public areas efficiently and safely. Violation of any rule, misuse of any area of a Township facility or use other than what was applied for and permitted will result in revocation of your group's ability to use any Township facilities in the future and/or forfeiture of any fee / deposit.

1. A Facility Use Form and Hold Harmless Agreement must be filled out and returned to the appropriate Township Department at least fifteen (15) business days prior to the event/meeting date. The date and time of use, requested area and contact person must be specified. The use of any facility is on a first come, first served basis, provided all documentation has been received and is in good order. The forms can be found on the Township website – [www.denvillenj.org](http://www.denvillenj.org).
2. Availability of any facility is subject to Township Department, Council, Boards, Committee, Commission and / or Association meetings, which have priority. Be advised, emergent Township business also takes priority over the use of any facility. The Township of Denville reserves the right to cancel the use without advance warning due to inclement weather or emergent circumstances. Information regarding the closing of the facilities can be found on the Township of Denville website – [www.denvillenj.org](http://www.denvillenj.org). The public facilities are not available for use on holidays or the evening preceding a holiday. Granting permission to use any Township facility should not be construed as an endorsement of any individual or group.
3. The Township of Denville has the right to refuse any request if, in the opinion of the Administration, it will disrupt Township business, the safety of Township employees and or health, safety or well-being of the general public.
4. A Certificate of Insurance **must** be received by the appropriate Township Department (see facility use form) at least fifteen (15) business days prior to using the Township facilities evidencing a \$1,000,000.00 Liability Insurance Policy and declaring the Township of Denville as an additional insured. A copy of the actual endorsement adding the Township **as an additional insured must** be provided. **NOTE:** The scheduled event / meeting must fall within the policy term as stated on the Certificate of Insurance. A sample Certificate of Insurance can be found with the facility use form.
5. The completed facility use form, hold harmless agreement and certificate of insurance should be received by the Township no later than fifteen (15) business days prior to the event. The Township will then send notification either granting or denying permission no later than seven (7) business days prior to the event. Completed documentation does not guarantee the requested facility will be available. You are able to call the appropriate Township Department in advance to see if the facility is available.
6. Any outside vendors providing services to the event or meeting **must** also provide a Certificate of Insurance allowing for an off premise event and naming the Township of Denville as an additional insured for the policy. Again noting the terms of the policy should incorporate the event date.
7. The approved group is responsible for all set up and breakdown and for ensuring the facility is left in a clean and orderly state. Limited Township furnishings may be used with care taken to protect the floors, walls, tables and chairs. Use of furnishings or equipment from other areas of the facility is strictly forbidden. Township furnishing should be returned to the original set-up before leaving the facility. The Township reserves the right to request a deposit to ensure the safekeeping and clean up of the premises.
8. No building or grounds will be used for unlawful purposes. All activities will be conducted in an orderly and non-abusive fashion.

9. Alcoholic beverages are not permitted at any Township premise, with the exception of those areas given express permission from the Mayor or Township Council, as applicable.
10. Please be advised that smoking is **prohibited** in **any** Township owned building and also at **any** Township park or recreation area located within the Township.
11. Gambling, games of chance, raffles and lotteries as prohibited by law are not permitted, unless previously approved by the Township Council.
12. Recycling is **MANDATORY** and must be separated from the garbage.
13. Any facility use request is subject to review by the Township of Denville Administration for a determination as to whether security will be necessary. This determination may require your group or organization to pay for either police or custodial presence.
14. The Township of Denville assumes no responsibility for bodily injury or damage or loss to any personal property or equipment.
15. The appropriate Township of Denville department (see Facility Use form) shall be notified in advance of any cancellation or postponement. Rescheduling of an event will be subject to availability of the facility requested.
16. The Community room in the Municipal Building can accommodate 110 people with chairs only and 55 people with tables and chairs.
17. The upstairs Conference room in the Municipal Building can accommodate 16 people.
18. The Gardner Field meeting room is able to accommodate 25 people. The picnic pavilion at Gardner Field can accommodate 200 people.
19. The Veterans Field meeting room is able to accommodate 20 people. The room is not available from November 1<sup>st</sup> to April 1<sup>st</sup>. The picnic pavilion at Veterans Field can accommodate 75 people.
20. The Gardner Field Bandstand can accommodate 100 performers maximum.
21. **Failure to follow any of the rules & regulations stated herein, may subject you and/or your organization to immediate termination of your agreement with the Township for facility usage now and in the future.**
22. **ESCROW**: The Township will be charging an escrow fee, to be used should any maintenance to the field or facility areas be required.  
A tiered Escrow based on the number of people expected at your function will be charged as follows:
  - a. Under 50 people: No Escrow
  - b. 51 – 200 people: \$250
  - c. Over 200 people: \$500

Your escrow payment (check made out to the Township of Denville) will be due the day prior to the event and should be delivered to the appropriate Township department: the Administration Office for use of the Municipal building facilities or the Recreation Department for use of the fields, bandstand or park facilities.

If no maintenance or additional or extraordinary clean-up of the area is required, your escrow payment will be returned to you in full.

**For Use of the Municipal Building Rooms / Community Room / Schoolhouse:**

1. These rooms are available to Township sponsored and adult structure, registered non-profit groups for use both during and after normal business hours and on the weekends. Please be aware that use of the Municipal Building rooms during normal business hours is subject to the discretion of Administration.
2. The rooms in the Municipal building are available for use by any adult-structured, registered non-profit, Township of Denville based groups or organization, provided they can and do submit the proper documentation.
3. If no one attending the event / meeting has access to the building, (i.e. an employee of the Township, Member of Council, etc.), then a key to the front door **must** be picked up from the Administration office during normal business hours (8:00 am – 4:00 pm Monday to Friday) either the day of the meeting (a normal working day) or on the Friday prior (if it is a weekend meeting).
4. The person picking up the key will be required to sign another form stating they are the responsible party. *It is your responsibility to pick up the key to the building prior to your meeting and to also return it promptly.*
5. The key should be returned to either the Administration office the next business day after the meeting or can be placed in the Tax and Utility drop box outside the front door.
6. Due to the demand for the use of the Municipal building rooms, the key to the building **cannot** be picked up prior to the times stated above.
7. The Police Department **will not** grant access into the building.
8. There will be no more than twelve (12) meetings per year allowed to be scheduled for any one group.
9. All meetings / events will have to be completed by 10:00 PM so that your clean-up can be done and everyone is out of the building no later than 10:30 PM. All garbage and recycling **MUST** be separated and placed in their proper containers.
10. The Community room in the Municipal Building can accommodate 110 people with chairs only and 55 people with tables and chairs.
11. The 2<sup>nd</sup> Floor Conference room in the Municipal Building can accommodate 16 people.
12. Garbage: Any and all garbage generated by your event must be bagged and taken to the dumpster in the far corner of the parking lot, adjacent to Riverview School.
13. Use requests for upcoming calendar year will be accepted no earlier than November 1<sup>st</sup> of the current year.
14. The municipal building facilities are not available for use on Sundays, with the exception of the Friends of the Library Book Sales in January and June.

**For Recreation Buildings, Parks, Fields, Bandstand and other Facilities:**

1. Any keys needed for the Gardner Field House, Veterans Field House or access to the gate **must** be picked up at the Recreation office during normal business hours (8:00 am to 4:00 pm) on the day before your event (weekdays) or on the Friday prior (if you are having a weekend event).
2. The person picking up the key will be required to sign another form stating they are the responsible party. *It is your responsibility to pick up the key to the building prior to your event and to also return it promptly.*
3. The key should be returned to the Recreation office the next business day.
4. The Police Department **will not** grant access into any facility.
5. Township Ordinance 133-14.1.b prohibits the consumption of alcoholic beverages in all Township Recreation Facilities without express permission. In addition, alcoholic consumption is strictly prohibited at Cook's Pond. If you intend to serve alcohol in any other park / facility described above at a fund-raising event, you must apply to the Municipal Clerk for a Special Affairs Permit. In addition, the mayor of the Township of Denville must grant permission to any person or group intending to consume alcohol on any property of the Township of Denville. A copy of this Facility Request Form will be sent to the office of the Mayor upon application. If permission is granted by the Mayor, you will receive the completed application indicating in section E. b) of the facility use form that permission to consume alcohol is granted and specifying any additional requirements such as insurance requirements or necessary ABC permit requirements. Additional insurance information is also specified in section F of the facility use form. Please read sections E and F carefully and completely. **Recycling is MANDATORY and GLASS IS PROHIBITED.** Note: If selling alcohol or charging admission to an event, additional liability insurance is required.
6. Township Ordinance #20-10 prohibits smoking defined as the burning of a lighted cigar, cigarette, or pipe or any other matter or substance which contains tobacco, in any of the Township parks and recreation areas located within the Township of Denville. The prohibition shall include all areas of the aforesaid properties, including the parking areas, bleachers, playgrounds, and sidewalks adjacent to such properties.
7. No automobiles shall be allowed on the fields, in the areas of the backstops or in any other non-authorized parking area.
8. The Gardner Field meeting room is able to accommodate 25 people. The picnic pavilion at Gardner Field can accommodate 200 people.
9. The Veterans Field meeting room is able to accommodate 20 people. The room is not available from Nov 1<sup>st</sup> to April 1<sup>st</sup>. The picnic pavilion at Veterans Field can accommodate 75 people.
10. The Bandstand can accommodate 100 performers maximum on the stage area.
11. Garbage: Use of garbage bags is mandatory. At Gardner Field, any and all garbage generated by your event should be bagged and placed in the dumpster at the top of the hill. At Veterans Field, any and all garbage generated by your event should be bagged.

**The party signing the application agrees to the following rules and regulations:**

- A. Approval to use specific rooms does not permit the right to use Township supplies, apparatus, tools, etc. Township office space and assigned areas shall not be permitted for public use.
- B. The use of tape, nails, screws and / or tacks to affix an item to a wall or ceiling is prohibited. It is the organization's responsibility to provide their own easels or boards to display their items. At no time shall the Township facility be marked, painted or defaced.
- C. Smoking is not permitted in any Township owned building nor at any Township park and recreation areas located within the Township. The use of open flame is prohibited inside any Township building. Grilling is confined to picnic areas near fireplaces and tables.
- D. Alcoholic beverages are not permitted at any Township premises, with the exception of those areas given express permission from the Mayor or Council, as applicable.
- E. Drugs in any form are prohibited.
- F. Gambling is prohibited, unless previously approved by resolution by the Township Council.
- G. All activities shall terminate, with all persons out of the facility, no later than 10:30 PM. Special permission to stay past 10:30 PM may be granted at the time the application is processed.
- H. All groups / organizations using any Township facility will clean up the areas that they used immediately upon completion of their activity. All garbage **must** be bagged. At all fields and picnic pavilions, garbage must be placed in the dumpster serving the facility. All recyclable items **must** be bagged separately and left next to garbage receptacle. All furniture will be returned to its original location.
- I. Audio-visual / electronic equipment must be supplied by the group / organization requesting the use of the facility.
- J. All doors must be secured and all lights turned off at the end of your event. If there is more than one group / organization using the facility, it is the responsibility of all the parties to ensure the facility is secured properly at the end of the evening. Should the building not be secured properly, your rights to use a Township facility in the future may be rejected.
- K. All activities must occur only on the date and time specified in the application approved by the Township. Your organization is responsible for watching any children who may be present. Orderly behavior by everyone present is the responsibility of the organization / group.
- L. There are no kitchen facilities available for food preparation. Catered or light snacks can be provided by the group / organization requesting the facility. All food and drinks should be taken at the end of your event
- M. In the event of any emergency, please contact the Denville Township Police Department (973-627-4900).
- N. The Township assumes no responsibility for bodily injury or damage or loss to any personal property or equipment brought into the facility by your organization / group. All items should be removed upon leaving. Any items left will be discarded after 24 hours.
- O. The person (applicant) signing the application is responsible for any and all damages done to the facility while their group / organization are using the facility. If any part of the facility is damaged by a member, patron, subcontractor, guest or person admitted into the facility, the applicant is responsible to reimburse the Township for any damage and / or costs the Township will have to pay to restore the facility to good order.