

**BOROUGH OF FANWOOD RECREATION COMMISSION**  
**RULES FOR USE AND CARE OF THE FACILITY**  
**(To be provided together with the Facility Use Agreement)**



Any violation of the rules below can lead to a group's/individual's forfeiting of the deposit paid. The Borough of Fanwood reserves the right to stop a group's/individual's further use of the facilities if there are repeated or egregious violations of the rules.

**Registration**

1. An individual or group ("Renter") may rent the Borough's recreational buildings for up to four hours if available; by completing the Facility Use Agreement form found on the Rental Policy web page: <https://fanwoodrecreation.org/rental-policy>, or at Borough Hall; registering the Facility Use Agreement at the Administration Office and paying a deposit and usage fee as specified in the Facility Rental Fee Table on the Rental Policy web page. More hours may be made available by the Borough upon request by the Renter.

**Contact Person**

1. Each Renter must designate a contact person who will be responsible for implementing and overseeing the rules regarding use and care of the facility as well as the payment of fees and deposits.

**Entering and Closing the Facility**

2. The contact person must pick up the key(s) and receive materials explaining use of the rooms, clean-up, fire safety regulations, special services, etc.
3. The contact person can obtain one key from the Administration Office, Fanwood Borough Hall on the day of the event (7:30 AM–4 PM on Monday through Wednesday, 7:30 AM–7 PM on Thursday, and 7:30 AM–12 Noon on Friday). **If the event is on the weekend, the key is to be picked up before noon on Friday. The key is to be returned to the Administration Office when it is open or dropped off in the black box on the wall outside the entry door at Borough Hall. The key shall be returned immediately after use.**
4. Parking is available in each park's parking lot or on the street. **If necessary, you may unload your vehicle in front of the building but you must remove your vehicle when you finish unloading to the parking lot or the street.** Please use care in parking legally in the designated spaces available. Your vehicle will be ticketed if you leave it in front of the building. If you hire a specialty truck for your party, it must be parked in the parking lot, not inside the park.
5. Fans and lights should be turned off before the group leaves the facility. Check not only the room(s) you used, but also the restrooms and by the front door. **Do not turn off the lights in the restrooms; they will automatically turn off.**
6. All windows and doors must be locked before the group leaves the facilities. **This includes interior bathroom doors.** The Renter should lock them whether or not your group is the last to leave. In general, it is the responsibility of the Renter to secure the building at the conclusion of its activity. If doors cannot be locked, you must call the Police Department at 908 322-5000.

7. Any member of a group who does not possess a key and wants to enter the building must make their own arrangements with the contact person. Borough employees will not be available for this purpose. We recommend that group leader(s) or contact person(s) arrive early in anticipation of members of their group arriving.

### **Setup and Use of Rooms**

8. All tables, chairs, kitchen counters, stove top, refrigerator and utensils must be wiped down and put away in their proper place before leaving. Chairs should be returned to the chair racks and tables should be returned to the table racks/carts. Any remaining furniture should be left in order—arranged in a neat fashion, presumably as it was found when the group arrived.
9. Any rooms, hall, kitchen, or combination of the same must be cleaned and ready for the next group. Any recyclables should be placed in the blue recycling bin located outside the building. All other trash should be bagged, tied and placed in the dumpster outside the building. Dumpsters can be found at the following locations:
  - Forest Road Park—parking lot
  - La Grande Park—near entrance to park at La Grande Avenue and 2<sup>nd</sup> Street.
10. The use of tape, glue, thumb tacks, nails, screws, or permanent markings is not allowed.
11. Unless arranged in advance, food must not be consumed in any area other than the main facility room, in the kitchen, or in the connecting hallway.
12. Usage contracts are not transferable. Notification of cancellation must be received one week before the event for a full refund. In the event that there is a cancellation within the week of the event, all monies less \$25.00 will be returned.
13. Activities and functions must be contained to the agreed upon room(s) or areas (plus use of rest rooms).

### **Kitchen Use**

14. Storage of materials is not available, except by special arrangement.
15. If the group uses the oven in the kitchen, the kitchen fan must be used.
16. Instructions for the use of the stove are posted near the stove. Groups must observe these instructions.
17. Coffee grounds and large food items or waste must be put in the container provided in the kitchen (and, as per item #9, ultimately put in the outside dumpster). **Coffee grounds and large food items or waste must NOT be put in the kitchen sink!** This has been a serious problem that has caused the Recreation Department significant plumbing problems.
18. No storage of food is allowed. All unused food must be taken away on the day of use, including refrigerated items, **freezer items**, as well as sugar for coffee.

### **Fire Safety Regulations**

19. All fire safety guidelines (as enclosed) must be observed.

20. No candles or other open flames (e.g., sterno) are to be used without prior approval.
21. All fire exits are to be kept clear.
22. The group contact person(s), or group leader(s), should make the fire extinguisher locations known to the whole group, and on any occasion in which a fire extinguisher is used, the contact must report that use to the administration office.
23. These are **NON-SMOKING** facilities. No smoking is allowed within the facilities under any circumstances nor in the parks.
24. The capacity of the La Grande Park facility is 40 persons. The capacity of the Forest Road Park Facility is 140 persons. Groups must comply.

### **Damage and Liability Insurance**

25. Unless explicit arrangements to the contrary have been made and approved, and unless the group is covered under the Borough's own insurance, most groups and organizations that use the facilities must have their own liability insurance. The Borough of Fanwood must be added as an additional named insured by the group and a Certificate of Insurance reflecting same shall be provided before use will be allowed. In the event insurance cannot be obtained, the Hold Harmless Agreement must be signed and notarized.
26. If an accident does occur, the group must complete an Accident Reporting Form when keys are returned to the Borough.
27. Groups are accountable for and charged for damages incurred.

### **Supervision of Children**

28. Children (16 and under) must be adequately supervised by an adult at all times. They may not wander the building.

### **General Provisions**

29. Groups must provide care and security of personal property of event participants. The Borough of Fanwood assumes no responsibility for property left in the facility or for items that are lost or stolen.
30. Groups using the facility shall assume responsibility for participants during their use of the facility.
31. **No alcohol or other drugs/narcotics are allowed on the premises.**
32. A group sponsoring an event for the outside public must post a sign clearly indicating its sponsorship.

## **COVID REGULATIONS**

As long as the COVID-19 health emergency remains in effect, Renters are requested to follow these additional regulations:

1. When indoors, Renter and their guests who are 2 and older should wear a face mask except under these circumstances:
  - while eating or drinking.
  - while engaged in strenuous physical activity, such as an exercise program.
  - if because of medical reasons they are prohibited from doing so.
2. When indoors, Renter and their guests should practice social distancing.
3. For their own safety and the safety of others, Renter should bring disinfectant and wipes, such as paper towels. They should disinfect and wipe down all tables, chairs and other surfaces they use **before** they use them and **after** they are done using them.
4. After Renter completes disinfecting and wiping down tables and chairs, Renter should return them to their storage racks/carts or where they found them.

**Thank you for your cooperation in these matters!**