

# Rental Agreement

## Senior Community Center of Riverdale

57 Loy Avenue, Riverdale, New Jersey 07457  
973-706-6471

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Business or Non-Profit \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Responsible Person \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Event \_\_\_\_\_

Alcoholic Beverages to be Served \_\_\_\_\_ Food to be Catered \_\_\_\_\_

Live Music/DJ \_\_\_\_\_ Number of People \_\_\_\_\_ Number of Tables \_\_\_\_\_

### FACILITIES USE AGREEMENT:

The undersigned application agrees to abide by all rules and regulations of the Borough of Riverdale regarding use of the Senior Community Center to hold harmless and to indemnify the Borough of Riverdale and the Riverdale Board of Education from any and all claims, losses, damages, actions, causes of action and liabilities of any kind or nature whatsoever which are directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends or invitees which result in injury or loss of property to any person using the facilities herein described. I or my organization/group will be responsible for the repair or replacement of any damages to the facility. I or my organization/group agrees to comply with the conditions set forth in the Senior Community Center Use Policy, a copy of which is on the reverse of this Contract. The undersigned is at least eighteen years of age, or at least twenty-one years of age if serving alcohol, and agrees not to serve, or allow to be served, any alcoholic beverages to underage persons. The Responsible Person signing this Contract must be on site at all times during this contracted event.

\_\_\_\_\_  
Print Name of Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Approved: \_\_\_\_\_  
Director of Recreation

## **Terms of the Contract for the Use of the Senior Community Center of Riverdale.**

- The Responsible Person signing this contract must be a Riverdale Resident.
- No cooking permitted in the building.
- Kitchen to be used for the storing and serving of food only.
- Serving alcoholic beverages is permitted. No alcohol permitted outside the building.
- Smoking is prohibited on the entire site, which includes the building, grounds and parking lot. This facility is on school grounds, where smoking is strictly prohibited by state law. VIOLATION OF THIS PROVISION WILL RESULT IN THE LOSS OF THE ENTIRE SECURITY DEPOSIT!
- No tape or thumbtacks, or any other similar hardware, may be used on the walls, window treatments or doors.
- No marking of the walls or floors.
- Garbage must be placed in plastic garbage bags and tied.
- Bathrooms are to be left clean.
- The kitchen must be left in a clean condition. No food may be left behind.
- Recycling (glass and plastic) must be placed in a separate container as provided.
- No music or noise is to be heard outside of the building. No congregating in the parking lot.
- When leaving the premises, keep in mind that this is a residential neighborhood and consideration must be afforded the residents. No blowing of horns, shouting or other loud noises are permitted in the parking lot. **NO CONGREGATING OR HANGING OUT IN THE PARKING LOT.**
- The hall must be vacated no later than 11:00 PM.
- No Parking allowed at any municipal facility between the hours of 11:00 PM and 6:00 AM. Vehicles left at the Community Center parking lot overnight, will be issued a summons.
- Audio-visual equipment not available for use by the applicants.
- A numeric 4 digit code will be assigned to you for the day of rental to access the building.
- Business users must provide a Certificate of Insurance naming the Borough of Riverdale and the Riverdale Board of Education as Additional Insured.
- All users are required to place a deposit of \$500 to cover any damage or excessive wear on the building, which will be refunded upon a satisfactory inspection of the facility.
- The individual signing this Contract must be present at the Center at all times during the contracted event.
- It is also understood by the applicant that any damages exceeding the deposit amount will be the responsibility of the applicant.
- Charging for admission for any event held at the Center is strictly prohibited unless first approved by the Riverdale Mayor and Council.

**Failure to abide by these Rules and Regulations, which are made a part of the signed Contract, may cause you to forfeit your Security Deposit and the future use of this facility.**