



Riverdale Senior Community Center

Rental Application and Agreement

Borough of Riverdale
 91 Newark Pompton Turnpike
 Riverdale, New Jersey 07457
 t: 973-835-4060 f: 973-835-8723

RENTER NAME:		RENTAL DATE:	
ADDRESS:		PROOF OF RESIDENCY:	
PHONE:		NUMBER OF GUESTS:	
EMAIL:		TYPE OF EVENT:	
TIME (Includes setup/cleanup):	From: _____ To: _____	ALCOHOL SERVED (y/n):	

GENERAL INFORMATION

Rental Availability:

- The Community Center is available for rental only on Saturdays and Sundays (subject to availability)
- Permitted hours of use are between 10:00 AM and 6:00 PM.
- All activities, including cleanup, must conclude by **6:00 PM**.

Eligibility

- The Renter must be a current resident of Riverdale, NJ over the age of 25
- The Renter **MUST BE PRESENT DURING THE ENTIRETY OF THE EVENT**.
- Proof of residency (e.g., driver’s license or utility bill) is required at the time of application.
- The Renter must provide a Certificate of Insurance with the Borough of Riverdale named as an additional insured.

Fees and Payment

- Rental Fee: \$400 flat rate. (due when the application is submitted to confirm reservation date)
- Supervision Fee: \$25 per hour for a Borough employee to be on-site during the rental.
4-hour Minimum. (due 2 weeks prior to the scheduled event)
- Security Deposit: \$500 refundable deposit. (due 2 weeks prior to the scheduled event)

This Rental Agreement (“Agreement”) is entered into between the **Borough of Riverdale** (“Lessor”) and the undersigned **Renter**, a resident of Riverdale, New Jersey, for the use of the **Riverdale Community Center** located at 57 Loy Ave, Riverdale, NJ 07457

POLICIES AND REGULATIONS

- **Reservations:** Reservations are on a first come, first served basis. (Only available 3 Months in advance) The resident signing the reservation form is the duly authorized representative for the group and is responsible for any and all damages, missing items, and clean up, etc.
- **Hours:** The Community Center is available for rent on Saturdays and Sundays from 10:00 am to 6:00 pm. **Renter must be out of the Community Center no later than 6:00pm.** No sales or solicitation for sales may be conducted. Premises must be cleaned and vacated within the rental period.
- **Rental /Supervision Fees:** The rental fee must be paid in full when making your reservation. Dates **will not** be reserved until required payment is received. Supervision Fees over the estimated time requested will be deducted from the security deposit. Access to the building will **ONLY** be provided by the event Supervisor.
- **Cancellations:** If a cancellation is made at thirty (30) days prior to the scheduled event, the rental fee, less fifty percent (50%), will be returned. All fees are non-refundable if cancellation is made less than thirty (30) days prior to the scheduled event.
- **Security Deposit:** A security deposit of \$500 will be charged to renter for facility/equipment, damage and/or clean-up costs and is to be paid with the reservation fee. A separate check must be written for the security deposit. The deposit will be returned after the facility and/or equipment is inspected by borough staff and is found in good working condition. If there are charges against the deposit for additional cleaning or repairs, the deposit will be reduced.
- **Set up, Cleanup and Damage Policy:** The Renter is responsible for cleaning all areas utilized, including wiping off tables and chairs, sweeping, taking care of spills, removal of garbage and recyclables, and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages, over and above the security deposit, as well as be subject to loss of future rental privileges. The Borough of Riverdale is not responsible for any equipment or items left behind. A service charge of \$100 will be assessed if Borough personnel is called to correct any problem created by the Renter.
- **Decorating Information:** All decorations will be limited to placement on tables, countertops, or free-standing easels. Nails, tape, tacks, staples, wall putty, and screws are **strictly prohibited**. Glitter, confetti, rice, silly string, or natural flower petals are not allowed at any time. Lighted candles, dance wax, or any other type of dancing compounds are not allowed. Decorations must be removed immediately following the event by the renter.
- **Pets:** No dogs, cats, or pets are allowed in Community Center. An allowance will be considered for service dogs with advance notice.
- **No Smoking Policy:** Smoking is always **prohibited** on the premises and grounds.
- **Alcoholic Beverages:** Beer and wine products are allowed with rentals, however, shall NOT be sold on site at any time. Payment of alcohol service done by a caterer must be done off site. It is the renter's responsibility to ensure that all laws relating to alcohol service and consumption are abided by, especially relating to underage drinking. The renter assumes all responsibility for any and all incidents/damage stemming from alcohol related issues.

- **Noise Control:** Noise levels shall not cause a disturbance of the surrounding neighborhood. Excessive noise levels will result in the notification to the Riverdale Police Department. The Renter shall be given one verbal notice to lower the noise volume. If additional complaints are received, the event may be terminated, and future applications may be denied. No bands, stereos, or any other amplifying devices are allowed in the Community Center without prior approval upon application.
- **Sale of Concessions:** Sales of any kind are not permitted.
- **Admission Fees:** No admission fees, donations, or contributions shall be collected or be permitted to be collected by the Renter unless authorized by the Borough of Riverdale.
- **Parking:** Parking of vehicles shall be only in parking spaces and areas designated and authorized by the Borough of Riverdale.
- **Violations:** Any violation of the above rules and regulations may subject all permits to be revoked and the event to be cancelled or terminated by the Borough of Riverdale, without any liability to the Town for any anticipated or actual damage or loss incurred. The Renter agrees to hold the Borough of Riverdale its employees, representatives, or agents harmless for any such damage or loss. Any violation of these rules may be grounds for the denial of future requests by the Renter for use of Town owned buildings or facilities. No illegal activities will be allowed and violators will be prosecuted to the extent of the law.
- **Capacity:** The 120-person capacity is limited to the number of designated tables and chairs. Renter is not permitted to bring in own tables or chairs.
- **Supplies:** Renters must provide their own supplies, i.e., paper plates, utensils, condiments, etc. Any items not removed by the Renter at the time of final exit is considered Town property unless other arrangements are authorized.

GENERAL INFORMATION

- Technology: TV Monitor is available for use
- Garbage and recycling must be placed and sealed in the appropriate trash containers.
- Refrigerator, and sink are available for use; tables and chairs will be provided.
- Restrooms are available.

DISCLOSURE

- The Community Center is equipped with security cameras throughout the entire building. Any security footage can and will be used to determine the source and/or the cause of any of damage, spills, or inappropriate behavior occurring during the event. The video footage is exclusively and solely property of the Borough of Riverdale and may be obtained through the open records process.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

- The Renter agrees to indemnify and hold harmless the Borough of Riverdale, its employees, officials, officers, agents, or agents' employees from all loss, damages, liability or claims arising out of Rental Date operations and/or use of the premises, except to the extent same are caused by negligence or misconduct of the Borough of Riverdale.
- The Renter agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the Borough of Riverdale, its employees, officials, officers, agents, or agents' employees arising out of the conduct of Rental Date operations and/or use of the premises.
- It is understood by the Renter that he/ she is held personally liable and responsible for their attendees for complying with the Rules and Regulations of this Rental Agreement.

NOTE: Any resident who rents the facility on behalf of a non-resident is subject to forfeiture of their security deposit and denial of future rental requests.

RENTER

BOROUGH OF RIVERDALE

Renter Signature

Authorized Borough Signature

DATE: _____

DATE: _____

***** OFFICE USE ONLY *****

RENTAL /SUPERVISION FEE:

Rental Amount: \$ _____

Supervision Fee: \$ _____ Total Hours: _____ (4-hour MIN)

TOTAL FEE: \$ _____ CHECK#: _____ DATE: _____

SECURITY DEPOSIT: (separate check required)

Amount Paid: \$ _____ CHECK#: _____ DATE: _____

Certificate of Insurance Provided: Date of Certificate: _____

APPROVED BY: _____ **DATE:** _____