



BOROUGH OF RIVERDALE NEW JERSEY



ORDINANCE NO. 10-2025

ORDINANCE AMENDING CHAPTER 95 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF RIVERDALE AND AMENDING THE CONDITIONS AND FEES FOR THE RENTAL OF THE SENIOR COMMUNITY CENTER

NOW, BE IT ORDAINED by the Mayor and Council of the Borough of Riverdale, in the County of Morris and State of New Jersey, as follows:

Section 1. Chapter 95 of the Revised General Ordinances of the Borough of Riverdale, "Fees", shall be amended by the following amendment to Section 95-18 which shall be retitled "Fees for the use of the Senior Community Center" and shall read, in its entirety, as follows

95-18 Fees for the use of the Senior Community Center

The use of the Senior Community Center shall be subject to the following Event Fees. The use of the Senior Community Center by a private group, organization, or individual shall be limited to residents of the Borough of Riverdale. Applicants must be present during the entire duration of the event.

Rental days/hours (based on availability) and fees:

Private Rentals:	Saturday and Sunday Only (10:00am-6:00pm)	
	Security Deposit:	\$500.00
	Resident Fee - private event:	\$400.00
	Employee Rate:	\$250.00
	Chaperone Fee:	\$25.00 per hour (4-hour min)
Civic Organizations:	Monday-Friday (8:00am – 10:00pm)	
	Event Fee:	\$250.00
	<i>(waived with proof of nonprofit organization)</i>	
	Insurance Requirement:	Certificate of Insurance
	<i>(Required listing the Borough of Riverdale as additional insured)</i>	
	Proof of Residency:	Driver's license required.

Section 2. If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 3. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

NOTICE OF PENDING ORDINANCE

The ordinance published herewith was introduced and passed upon first reading at a meeting of the governing body of the Borough of Riverdale, a municipal corporation of the State of New Jersey, held on October 22, 2025. It will be further considered for final passage, after public hearing thereon, at a meeting of the governing body to be held at Borough Hall, in the Borough on November 24, 2025 at 7:30 o'clock p.m., and during the week prior to and up to and including the date of such meeting, copies of said ordinance will be made available at the Clerk's office to the members of the general public who shall request the same.

Abubakar Jalloh, Borough Clerk



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 Civic Center is available for rental only on Saturdays and Sundays.
- 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.

Fees and Payment

- Rental Fee: \$400 flat rate.
- Supervision Fee: \$25 per hour for a Borough employee to be on-site during the rental.
4-hour Minimum.
- Security Deposit: \$500 refundable deposit.

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 6 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. No sales or solicitation for sales may be conducted. Premises must be cleaned and vacated within the rental period.
- **Rental Fees:** The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received.
- **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.
- **Access:** Access will be provided by the supervising borough employee
- **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.
- **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 taken to the dumpster by the Renter.
- 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: _____

APPROVED BY: _____ **DATE:** _____