

TOWNSHIP OF OCEAN DEPT. OF HUMAN SERVICES/RECREATION OFFICE

601 DEAL RD. OCEAN, NJ 07712 (732) 531-2600

FACILITY REQUEST PROCEDURE

- Rental requests will be considered based on facility availability and availability of Facility Supervisor.
- Facility will be reserved upon receipt of completed Facility Request Form and rental fee (if applicable). **Checks payable to: Township of Ocean.** Rental payment must be made by credit/debit card, check or money order (no cash). Rental fees, room capacities and room descriptions may be obtained by contacting the Recreation Office or visit www.oceantwp.org.
- Information provided on this form may not be altered without prior approval through the Recreation Office. Requests for changes (i.e. day/time of event, increase/decrease in number of guests; addition/deletion of alcohol, etc.) must be made in writing and received at least four (4) weeks prior to the scheduled function.
- It is understood that the below noted applicant will be in attendance at the scheduled event and is fully responsible for the behaviors/actions of visitors to the facility.
- The Township of Ocean is not responsible for loss or damages resulting in activities related to event hosted by an individual or organization at a municipal facility. The Township of Ocean reserves the right to require a Certificate of Insurance naming the Township of Ocean as certificate holder and additional insured.

I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH THE REGULATIONS STATED ABOVE AND ON THE REVERSE SIDE OF THIS FORM.

APPLICANT'S SIGNATURE (at least 22 years old) DATE

I. APPLICANT

CONTACT PERSON (Please Print): _____ (D.O.B) _____

ORGANIZATION (If Applicable): _____

HOME ADDRESS: _____ TOWN: _____ ZIP: _____

HOME PHONE: (_____) _____ CELL PHONE: (_____) _____

E-MAIL: _____ DAY PHONE: (_____) _____

II. EVENT SPECIFICS

TYPE OF FUNCTION: _____

DATE: _____

TIME OF SET UP: _____

DAY: MN – TU – WD – TH – FR – ST – SN

TIME OF EVENT-START/END: _____/_____

CLEAN UP COMPLETE: _____

Meeting room use is limited to a total of 6 hours from the start of event to completion of clean up (set up time not included in 6 hours).

TOTAL NUMBER OF PARTICIPANTS: _____ RESIDENTS: _____ NON-RESIDENTS: _____

NUMBER OF PARTICIPANTS BETWEEN THE AGES OF 12 – 19: _____

WILL THERE BE ALCOHOL ON SITE? _____ (alcohol is not permitted on-site at teen functions)

III. FACILITY REQUESTED (CIRCLE APPROPRIATE FACILITY)

Facility will be reserved upon receipt of completed Facility Request Form and rental fee (if applicable).

Rental payment must be made by credit/debit card, check or money order (no cash). Checks payable to: Township of Ocean. Rental fees, room capacities and room descriptions may be obtained by contacting the Recreation Office or visit www.oceantwp.org.

Security Deposit (\$200.00) must be made in cash.

MEETING ROOMS:

WEST PARK LARGE RM

WEST PARK SMALL RM

WEST PARK CONF. RM

OAKHURST MEETING RM

SOFTBALL FIELDS:

OAKHURST EAST

OAKHURST WEST

DAVE DAHROUGE PARK

SAUL RUBIN EAST

SAUL RUBIN WEST

SOCCER FIELDS:

SAUL RUBIN EAST

SAUL RUBIN WEST

DAVE DAHROUGE PARK

WHALEPOND EAST

WHALEPOND WEST

WHALEPOND NORTH

OTHER FACILITY NOT LISTED (PLEASE SPECIFY): _____

FOR ADMINISTRATIVE USE ONLY

REQUEST APPROVED (STAFF): _____ DATE: _____ ON CALENDAR: _____ CP: _____

RENTAL FEE: _____ CK#: _____ CASH: _____ PERMIT #: _____ FAMILY ID#: _____ COPY FORM: _____

FACILITY SUPERVISOR ASSIGNED: _____ DATE ASSIGNED: _____ STAFF: _____

TO BE SIGNED UPON KEY PICK-UP:

As a representative of the group noted above, all regulations concerning facility usage are understood and compliance will be assured.

SIGNATURE: _____ PRINT NAME: _____ CELL #: _____

KEY #: _____ SECURITY AMT: (cash only) \$100/\$200 DATE: _____

FOLLOWING EVENT:

SECURITY RETURNED: (in person) DATE: _____ STAFF INT: _____ RENTER SIGNATURE: _____

FACILITY USE REGULATIONS

1. The Township of Ocean is not responsible for loss or damages resulting in activities related to event hosted by an individual or organization at a municipal facility. The Township of Ocean reserves the right to require a Certificate of Insurance naming the Township of Ocean as certificate holder and additional insured.
2. **FACILITY SPECIFICS:**

MEETING ROOMS: Township mandated closing hours are Friday and Saturday, 12:00 midnight; Sunday through Thursday, 11:00 p.m. although facility must be cleaned and vacated by the time provided on the front of the form when the reservation was accepted.
3. **RENTAL REFUND/CREDIT:** Request for refund/credit must be submitted in writing at least 4 weeks prior to the scheduled event in order to be considered. Granted refunds will be assessed a \$10.00 processing fee. No processing fee will be applied for credits left on Family Account. Refunds may take 4 – 6 weeks for processing through the Finance Department and compliance with the monthly voucher system.
4. **KEY PICK-UP/RETURN:** Keys are obtained between the hours of 9:00 a.m. – 4:00 p.m. Mondays thru Fridays, at the Recreation Office (non-holiday). Keys must be returned to Township of Ocean Police Department immediately following the event. PLEASE NOTE THAT USERS CANNOT ENTER FACILITY UNTIL DAY & TIME AS INDICATED ON THE FACILITY REQUEST FORM.
5. **SECURITY DEPOSIT:** A security deposit in the amount of \$200.00 for meeting rooms shall be left upon receipt of the key. All security deposits will be collected in cash only.
6. **FACILITY SUPERVISOR:**
 - A. A Facility Supervisor will check-in with event hosts during the renter's use of the municipal meeting rooms.
 - B. The role of the Facility Supervisor is to assure that the property of the Township of Ocean is not abused and that the facility is left in appropriate condition following the scheduled function. If regulations are ignored or if behaviors inappropriate for a family oriented function prevail, the Facility Supervisor is instructed to contact Police Headquarters which will result in the termination of the function and the loss of the security deposit.
 - C. The Facility Supervisor will confirm that information as provided by the facility user is adhered to (ie. start/end time, number of guests, alcohol on premises, etc.) Any deviation from the information provided at the time of the rental may result in loss of security deposit and/or termination of event.
7. **EXPECTED BEHAVIOR/USE:**
 - A. Family oriented functions are encouraged.
 - B. Room reservation authorizes use of room only (outdoor activities are not permitted unless specific arrangements are made).
 - C. It is understood that consideration and care will be given to facility during use.
 - D. Facility users are permitted to use tables and chairs in reserved room only. Equipment can not be taken from other rooms.
 - E. Music should not be audible outside of the room that is rented.
 - F. Behaviors/actions deemed inappropriate will not be tolerated. Inappropriate behaviors/actions include, but are not limited to: exotic dancers, inappropriate films, and aggressive behavior.
 - G. Alcoholic beverages are not permitted on site during teen oriented functions.
 - H. The following items/practices present the potential for damage and are not permitted when using our rooms: thumb tacks, staples or nails, tape or other adhesives on the walls/doors; adhesives on the floor; items (signs/streamers/etc) hung from the ceiling. "Sticky Tack" is permitted on the walls/doors although it must be removed completely at the conclusion of the event.
 - I. Smoke and/or bubble machines or any apparatus that may create an unsafe environment are not permitted. Animals are not permitted.
8. **REGULATIONS FOR TEENAGE PARTIES:**
 - A. There shall be 1 adult chaperone per 10 teenage guests (in addition to the attendant(s) required by the Department).
 - B. Facility Supervisor will confirm that the necessary number of chaperones is present.
 - C. Teen functions are limited to 60 guests between the ages of 12 – 19 years.
 - D. The event host (individual responsible for the teen oriented function) must reside within the Township of Ocean.
 - E. The event host must provide a list of invited guests. A chaperone, as designated by the event host, shall be responsible to permit only those individuals to the event who are included on the list. The number of guests shall not exceed the number of expected participants as noted on the front side of the form and is limited to a maximum of 60. The above mentioned guest list, which is to include secured chaperones, is required to be left at the Recreation Office when keys are obtained and the security fee is left. The office will provide a copy of the list to be used at the function.
 - F. Please refer to #7 above (Expected Behavior/Use)
9. **ADDITIONAL INFORMATION:**
 - A. Anyone leaving the building after being admitted will not be permitted to return. Guests are not permitted to mingle outdoors (except to smoke; no alcohol permitted outside the meeting rooms).
 - B. Any disorderly conduct, vandalism or failure to comply with regulations will result in termination of the event and forfeiture of security deposit.
 - C. The laws of the State of New Jersey prohibit anyone under the age of 21 to order, be served, consume or be in possession of any alcoholic beverage. Again, there is no alcohol is permitted on site during teen oriented functions.
10. **FACILITY CLEANING PROCEDURE:** Facility must be left in appropriate condition for the next user.
 - A. Mop, bucket & broom are provided by Township for the cleaning of indoor facilities. Garbage bags, cleaning products (sponges, detergents) are the responsibility of the facility user.
 - B. All tables, counters, appliances, restroom vanities & sinks must be wiped down.
 - C. Floors are to be swept and spills must be mopped. Restroom floors must also be swept.
 - D. Empty all garbage and recyclables into appropriate dumpster/container located in facility parking lot
 1. Users must supply their own 55-gallon trash can liners
 2. State of NJ mandates recycling. Groups not separating recyclables into containers provided may forfeit deposit and/or be fined.
 3. Garbage bags (recyclables and garbage) must have facility users name on them.
 - E. At the conclusion of the event, all items brought in by the facility user must be removed from the facility. Items left in the facility beyond the reserved date/time will become the property of the Township.
 - F. All lights are to be turned off & doors locked.
 - G. Facility Supervisor is not responsible for cleaning although will direct facility user accordingly to assure room is left in the expected condition.
11. **SECURITY DEPOSIT RETURN:**
 - A. Security deposit will be refunded in full by the Township, if the facility is found to be left in a condition deemed satisfactory by the Township and the facility user complies with the established facility use guidelines. Deposit will be available for pick up on the Wednesday following the scheduled event. If the facility is left in an unsatisfactory condition or if the renter fails to comply with our facility use guidelines, the security deposit will be forfeited. If fees to restore facility to appropriate condition are in excess of security deposit, facility user will be charged accordingly.
 - B. Inappropriate behaviors/actions will warrant the termination of the event and forfeit of the security deposit.
 - C. If Township of Ocean Police are contacted for assistance for any reason during a scheduled event, the security deposit will be forfeited and the event may be terminated.
12. **TOWNSHIP OF OCEAN DEPT. OF HUMAN SERVICES AND RECREATION PHILOSOPHY:** *The Recreation Programs and Facilities available through the Township of Ocean promote positive recreational experiences and the enhancement of the community through the demonstration of respect, sportsmanship and cooperation. All persons involved in recreational programs and/or using Township facilities, including program participants, visitors, staff, etc. contribute to the experience of all and are responsible for the achievement of these goals.*

CODE OF CONDUCT: 1. Will treat others with respect 2. Will not engage in any behavior which would endanger the health, safety or well-being of any others on site 3. Will not engage in the use of profanity 4. Will not engage in physical threats or verbal abuse or initiate a fight or scuffle 5. Will not use drugs or alcohol while at a recreation sponsored program and will not attend while under the influence of those substances 6. Will offer positive encouragement 7. Will promote sportsmanlike conduct 8. Will cooperate with those Township employees who are responsible for the overseeing of facilities and programs
13. **ANY DISCREPANCY IN REGARD TO RULES AND REGULATIONS MAY RESULT IN IMMEDIATE TERMINATION OF THE EVENT AND/OR FORFEITURE OF THE SECURITY DEPOSIT.**

Pick up key on _____ by 4:00pm and leave security deposit.