

**TOWNSHIP OF OCEAN RECREATION OFFICE
PO BOX 910, OAKHURST, NEW JERSEY 07755 (732) 531-2600**

FACILITY REQUEST PROCEDURE

1. Facility, if available, will be reserved upon receipt of completed Facility Request Form and rental fee (if applicable). Specific rental fees may be obtained by contacting the Recreation Office. Checks are payable to: **"TOWNSHIP OF OCEAN"**
2. Information provided on this form may not be altered without prior approval through the Recreation Office. Requests for changes (i.e. increase/decrease in number of guests; addition/deletion of alcohol from function, etc.) must be made in writing and received at least four (4) weeks prior to the scheduled function. A function, where alcohol is present or which is considered a teen party, will require one or more attendants, as determined by the Recreation Office. These requests must also be received at least 4 weeks prior to event.
3. The Township of Ocean reserves the right to reject usage of facilities by any organization or person.
4. 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. It is further understood that the reserved Township of Ocean premises is an extension of the user's home or organization's facility and the facility is expected to be treated with respect.
5. 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

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: _____

CLEAN UP COMPLETE: _____

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

NUMBER OF PARTICIPANTS BETWEEN THE AGES OF 12 & 18: _____

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

III. FACILITY REQUESTED (CIRCLE APPROPRIATE FACILITY)

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#: _____ FEE WAIVED: _____

ATTENDANT: YES/NO APPLICANT'S INITIALS: _____ **2 ATTENDANTS: YES/NO APPLICANT'S INITIALS:** _____

PERSONNEL 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: \$100/\$150 CK#: _____ CASH: _____ DATE: _____

FOLLOWING EVENT:

SECURITY RETURNED: BY MAIL / IN PERSON STAFF: _____ DATE: _____ SECURITY PICKED-UP _____

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:**
PICNIC AREAS & PARKS: All parks shall be open for use between the hours of 8:00 am and sunset. Field use is not guaranteed when picnic site is rented. Field use must be reserved separately.
MEETING/PARTY ROOMS: Township mandated closing hours are Friday and Saturday, 12:00 midnight; Sunday through Thursday, 11:00 p.m. All facilities must be cleaned and vacated by stated closings.
3. **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 (unless office is closed for holiday). Keys must be returned to Township of Ocean Police Department immediately following the event. **PLEASE NOTE THAT USERS CANNOT ENTER RENTED FACILITY UNTIL TIME AND DAY APPROVED ON THEIR APPLICATION.**
4. **SECURITY DEPOSIT:** A security deposit in the amount of \$150.00 for meeting rooms and \$100.00 for park facilities shall be left upon receipt of the key.
5. **FACILITY CLEANING PROCEDURE:** Facility must be left in appropriate condition for the next user.
 - A. Mop, bucket & broom are provided by Township. 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 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. Trash can liners (recyclables and garbage) must have facility users name on it.
 - E. All lights are to be turned off & doors locked.
 - F. 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.
6. **SUPERVISION: ATTENDANT(S)**
 - A. The role of the scheduled attendant (if assigned) 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 attendant is instructed to contact Police Headquarters which will result in the termination of the function and the loss of the security deposit.
 - B. An attendant shall be assigned, at the discretion of the Recreation Office, and paid at the conclusion of the affair (when the facility is cleaned and secured) by the using party. Attendant(s) are paid at the rate of \$14.00 per hour, for a minimum of 4 hours.
 - C. The Recreation Office reserves the right to require two attendants at events accommodating a large number of users. Each attendant will be paid the fee noted above.
 - D. The attendant(s) will be on site from the start of the party as indicated on the form, until the facility is cleaned and locked.
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. Behaviors/actions deemed inappropriate will not be tolerated. Inappropriate behaviors/actions include, but are not limited to: exotic dancers, inappropriate films, and aggressive behavior.
 - F. Alcoholic beverages are not permitted on site during teen oriented functions.
 - G. Smoke machines, bubble machines, or any apparatus that can create an unsafe environment, are not permitted. Animals are not permitted.
 - H. Decorations (streamers, signs, etc.) are not permitted to be hung from the ceiling. **DO NOT USE THUMB TACKS.** Users of the West Park Recreation Center are permitted to *tape* decorations from the wood strip that caps the paneling. Users of the Oakhurst Park meeting room are permitted to *tape* decorations to the walls.
8. **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. If the facility is left in an unsatisfactory condition, (facility not cleaned properly, damage, etc.) the Township will refund only that portion of the deposit that is not used to return the facility to a satisfactory condition. A minimum of \$25.00 will be held. 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 entire security deposit.
 - C. If Township of Ocean Police are contacted for assistance for any reason during a scheduled event, \$25.00 - \$150.00 of the security deposit will be forfeited and the event may be terminated.
9. **RENTAL REFUND:** Refund requests must be submitted in writing at least 4 weeks prior to the scheduled event. A \$10.00 processing fee will be deducted from granted refunds.
10. **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. Attendant(s) will confirm that the necessary number of chaperones is present.
 - C. Teen functions are **limited to 60 guests** between the ages of 12 – 18 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)
11. **ADDITIONAL INFORMATION**
 - A. Anyone leaving the building after being admitted will not be permitted to return. Guests are not permitted to mingle outdoors.
 - 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.***
12. **ANY DISCREPANCY IN REGARD TO RULES AND REGULATION MAY RESULT IN IMMEDIATE TERMINATION OF THE EVENT AND/OR FORFEITURE OF THE SECURITY DEPOSIT.**