



MINE HILL TOWNSHIP

Municipal Building ~ 10 Baker Street ~ Mine Hill, New Jersey 07803

Treasurer, Community Programs,
Human Resources & Mayors Assistant
Katelyn Wild

Tel: 973-366-9031 ext. 6
Fax: 973-366-1626
KWild@MineHill.com

Dear Group or Organization Coordinator,

Thank you for your interest in booking the Mine Hill Civic Center. In order to process your request we will need your facilities use request form with the complete set of date(s), the hold harmless agreement completed and signed, corresponding Certificate of Insurance with a policy listing Mine Hill Township at additional insured. Without completing the forms in their entirety will cause a delay or denial of your request until all the documents are received by the Township.

The facilities are booked on a first come first served basis. We do not hold rooms without a completed request. This form, including all pages, filled in, along with Certificate of Insurance Liability and hold harmless agreement should be submitted to the Director of Community Programs at least 3 weeks in advance of the event.

The schedule coordinator will E-mail a confirmation of your reservation. The Township of Mine Hill will permit the use of the Township facilities when such permission has been requested in writing and has been approved.

If you do not hear back within a week from date the document was sent please follow up to ensure that the document was received by the Township.

The civic center is a "Leave no Trace" facility. Therefore you must clean up the civic center after use. Failure to not clean up, damage the facilities, leave the doors unlocked, lights on etc., will be grounds for refusal for future use or additional fees imposed as seen fit by the Township.

Once you have received your confirmation letter you must pick up a key the day of your event or the Friday before your event during business hours which are Monday through Friday from 9:00 AM or 4:30 PM.

If you have any questions regarding the civic center please feel free to contact me directly.

Sincerely,

Katelyn Wild

Mine Hill Township
Facilities Use Request Form
Organization & Groups

DAY OF EVENT CONTACT INFORMATION

Name: _____

Address: _____

Phone: Day: _____ Night: _____

E-mail Address: _____

GROUP OR ORGANIZATION INFORMATION

INFORMATION ABOVE IS SAME FOR GROUP/ORGANIZATION INFORMATION

Name: _____

Address: _____

Phone: Day: _____ Night: _____

E-mail Address: _____

SINGLE Date Request

Facility Requested (Check off only one):

- Civic Center Small Room
- Civic Center Large Room
- Or First Available Room for the date listed below
- Recreation Field

Date Requested: _____

Start Time: _____ : _____ AM/PM End Time: _____ : _____ AM/PM

Estimated number of participants: _____

MULTIPLE Dates Request

If you have multiple dates needed for your event or program please use page 3 for your request.

Multiple Dates Request

Date	Start Time	End Time	Location (Please only check off ONE)
			Civic Center Small Room _____ Civic Center Large Room _____ Or First Available Room for date requested ____ Recreation Field ____
			Civic Center Small Room _____ Civic Center Large Room _____ Or First Available Room for date requested ____ Recreation Field ____
			Civic Center Small Room _____ Civic Center Large Room _____ Or First Available Room for date requested ____ Recreation Field ____
			Civic Center Small Room _____ Civic Center Large Room _____ Or First Available Room for date requested ____ Recreation Field ____
			Civic Center Small Room _____ Civic Center Large Room _____ Or First Available Room for date requested ____ Recreation Field ____

Please make multiple copies of this page if additional dates are requested

**Use of Township Facilities
Policy**

In the event the Mayor or Schedule Coordinator may refuse to grant the use of a Township facility whenever, in their judgment, there is a good reason why permission should be refused.

All state and local fire, health, safety and police laws and regulations will be enforced. All state and local fire, health, safety and police laws and regulations will be enforced. In the event of an emergency the Civic Center's previously scheduled events may be cancelled as needed and requested by the Office of Emergency Management Coordinator and or Mayor & Council.

Use of the Civic Center is permitted ONLY during the times requested.

Chairs and tables are free to use as long as they are returned to their designated areas after you are done using the facilities.

All groups using the facilities must abide by the following rules:

- There should be zero damage to the walls. Do not post anything on the walls unless it is with painters tape or light tape that will not ruin the paint, cause it to chip or peel and otherwise cause damage.
- Floors and carpet should be clean and swept up after use of the facilities. Mopped as needed or spot clean.
- Bathrooms are to be as clean as you found them. Any maintenance issues please contact the Director of Community Programs. Phone number and E-mail are listed in the cover letter of this document.
- The facility must be clean of any garbage and debris prior to leaving the facility.
- Chairs and tables must be put away to their designated areas after use.
- Garbage must be taken out after your event. There is a Blue Diamond dumpster located next to town hall in the parking lot along the fence between town hall and the fire department. A new clean garbage bag must replace the one used and garbage bags can be found in the cleaning closet.
- ALL Lights must be turned out prior to leaving the facilities.
- ALL doors must be shut and locked prior to leaving the building.
- Once all the above are completed the key must be returned IMMEDIATELY following your event at the drop box located in the foyer to the right of the 2nd set of double doors on the right.

Failure to abide by the rules or any damage to the facilities will result in denial of future use and the applicant will be responsible for the fees incurred.

On behalf of the organization listed above, we agree to abide by the Mine Hill Township's policies, rules and regulations.

SIGNATURE: _____

DATE: _____

HOLD HARMLESS AGREEMENT

Between Mine Hill Township and _____
(Organization Name)

(Organization Address)

(Organization Phone)

(Organization Type ie: non-profit, corp, etc.)

In consideration of the use of (CHECK OFF APPROPRIATE LOCATION)

Civic Center

Recreation Field

On _____ for the purpose of (Date or Dates)

(Purpose of Event or Title)

the undersigned agrees to indemnify and hold Mine Hill Township and its officers, agents, and employees harmless from any and all liability, claims, costs and attorney’s fees arising out of the above referenced property.

I understand that this Hold Harmless also requires that Mine Hill Township is indemnified from many losses or damages resulting in the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by Mine Hill Township, I agree to furnish a Certificate of Insurance specifically naming the _____
(Organization)

As an additional insured, providing general liability, bodily injury and property damage coverage with the minimum limits of liability not less than \$1,000,000.00.

In order to induce Mine Hill Township to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Total number of persons attending this event is _____.

Signed this _____ day of _____, _____

As the binding act in deed of _____
(Organization)

(Witness Signature)

(Organization Authorized Signature)

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____

DATE CERTIFICATE OF INSURANCE RECEIVED: _____

DATE APPROVED: _____