

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:

1. 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.
2. Floors and carpet should be clean and swept up after use of the facilities. Mopped as needed or spot clean.
3. Bathrooms are to be as clean as you found them. Any maintenance issues please contact the Director of Community Programs. KWild@minehill.com or (973) 366-9031 x. 6
4. The facility must be clean of any garbage and debris prior to leaving the facility.
5. Chairs and tables must be put away to their designated areas after use.
6. 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.
7. ALL Lights must be turned out prior to leaving the facilities.
8. ALL doors must be shut and locked prior to leaving the building.
9. 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.