



Township of Randolph
Department of Parks, Recreation & Community Services
Mailing Address: 502 Millbrook Avenue
Physical Address: 30 Calais Road
Randolph, NJ 07869-3799
Tel: 973.989.7081 • Fax: 973.989.7096
www.randolphnj.org

Community Center Facility Usage Application

Date Submitted:	Date Modified:		
OVERVIEW			
Date(s) Requested	Purpose of Use		
Person Responsible	Estimated Attendance		
Address			
E-Mail Address	Telephone #		
Requested START	Requested END		
Kitchen Use (Check all that are applicable)	Refrigerator	Freezer	Warmer
Activities to Be Conducted (Ex: fundraiser, special event, family picnic) Please be specific and list ALL events planned (games, music, entertainment and activities). If this section is not completed, your permit will be denied.			
ALCOHOL: PERMISSION MUST BE OBTAINED. A CERTIFICATE OF INSURANCE MAY BE REQUIRED.			
If alcoholic beverages are going to be served, permission must be applied for and granted. If tickets are sold for the event, you MUST apply for a Social Affairs Permit at town hall and a Certificate of Liability Insurance (required). Randolph Township MUST be listed as the certificate holder and the additional insured. All paperwork MUST be submitted and approved before your event.			
Type of Alcoholic Beverage	Type of Container (cans, kegs, etc.)		
Is there a charge for the event?	YES	NO	RECYCLING IS MANDATORY. GLASS IS PROHIBITED.
Social Affair Permit Received:	YES	NO	Certificate of Liability : YES NO
OFFICE USE: Alcohol Permission: Granted Denied Granted, but must have State of NJ Alcohol Permit:			
INTERNAL USE ONLY			
Function: _____ x number of hours at \$ _____ per hour = \$ _____ Date: _____ Cash/Check _____			

Please make checks payable to Randolph Township.

Reservations will not be finalized until full payment is received.

Please read and sign the Hold Harmless Agreement on the next page.

Community Center Facility Usage Application

HOLD HARMLESS AGREEMENT

Definition: I/We; Me/My shall mean individual, name of group, or name of corporation Hold Harmless Agreement between the Township of Randolph and _____.

Witnessed:

- 1) In consideration of permission to the use of public facility described above the _____ day of _____ 20_____, the applicant does hereby covenant and agree to save and hold the Township of Randolph, its agents, servants, and employees harmless from any and all liabilities or cost arising out of the use of the described premises by the applicant, invitees, or other people.
- 2) The facilities requested on the reverse side will be used and no other.
- 3) The applicant is _____ non-profit corporation association; _____ an individual; _____ profit making organization. If applicant is an association or corporation, the undersigned certifies that the execution of the Hold Harmless Agreement has been duly authorized.
- 4) The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described (if applicable). The permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, the Hold Harmless Agreement shall apply to any claim asserted against the Township of Randolph of any loss incurred arising out of the applicant's activity whether or not the same extends beyond the permitted type of locale of activities or occurs on a different date than specified.
- 5) I sign this Hold Harmless as my voluntary act and by this act agree to hold you harmless and indemnify you from any claims, suits, or other actions arising from, caused by, or which are alleged results of any act or omission of
 - a) You; (applicable only if the user of the site is a corporation).
 - b) Any guest, invitee, licensee, visitor, or another person present on the premises listed on the reverse side to participate in, organize, assist, enjoy, supervise, or in any other way further the activity to be held as described on the reverse side on the date(s).
- 6) I state that the activity listed on the reverse side will not include the consumption of alcoholic beverages but should any person described in section 5b consume alcohol or allow or permit others to consume alcohol, I agree to be bound by the term of section 7 below.
- 7) I state that the activity listed on the reverse side will include the consumption of alcoholic beverages and that because of such consumption, have the following additional duties related to the use of the Community Center Facility.
 - a) That I am solely responsible for the prudent dispensing and consumption of alcohol to the person involved in the activity described on the reverse side, including but not limited to those persons described in item 5b;
 - b) To acknowledge by the signing of this Hold Harmless that you have no authority, control, or participation in the dispensation or consumption of alcohol on the site and date(s) listed on the reverse side. I will take no steps, action, or measure to convey the idea that you in any way have promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages on the site and date(s) listed on the reverse side.
 - c) That I will not allow persons under the age of 21 to dispense or consume alcohol at the site during the activity to be held on your property;
 - d) To comply with all Municipal Ordinances relating to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits.
- 8) I also agree that the municipal officer signing this Hold Harmless on your behalf feels I should provide you a Certificate of Insurance and proof of existing "Special Events Insurance." I should provide the same to the municipal officer as soon as practicable and not less than (10) business days before the date of the planned activity. The appropriate municipal officer will check below if this paragraph applies to the activity listed on the reverse side.

Applicable: _____ Not Applicable: _____

- 9) The applicant expressly agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Township of Randolph for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Township for any costs incurred by it for any person or organization acting on its behalf.

REQUIRED SIGNATURE

Applicant Print Name	Applicant Sign Name
Date	Comment
Approved: _____	Denied: _____
Russ Newman, Director of Parks, Recreation and Community Service	

REFUNDABLE SECURITY DEPOSIT - DUE ON DAY OF THE EVENT

A \$100.00 deposit (cash or check) must be given to the building supervisor on the day of the event. When your event is completed and the rental review form is completed and approved by the building supervisor, the \$100.00 will be returned. Failure to complete the review with the building supervisor will cause the \$100.00 to be forfeited. Any added damage may result in supplementary charges and/or restrictions on future activities.

 Initial after you've read the above statement.