

SENATOR ROBERT E. LITTELL COMMUNITY CENTER PROCEDURES, RULES & REGULATIONS

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PROCEDURES

FACILITY USE & FEES

No individual, group or organization may utilize the Community Center without the written authorization of the Joint Recreation Department.

Each group leader must provide a completed application, insurance form, list of members/participant roster, coach or group leader roster, application fee, key deposit, and a copy 501C-3 Certificate, if applicable, no later than seven (7) days prior to use of facility, in order to be granted permission to use the facility. Your participant list must contain the names and addresses of members and must consist of at least 70% residents of the Borough of Franklin or the Township of Hardyston or Hamburg Borough in order to be eligible for fee exempt use.

Programs sponsored by the Littell Community Center, jointly organized by Hardyston, Franklin and Hamburg or groups and organizations contracted to provide recreational services to the Littell Community Center on behalf of the three towns shall be exempt from the application process. These programs must, however, be coordinated and scheduled through the Joint Recreation Department.

The following guidelines shall apply based on the type of group or organization and the intended use of the facility:

Sports Groups

One Time Usage for Registration/Events - Sports groups comprised of 70% Hardyston, Hamburg & Franklin residents that are utilizing the facility only 1 - 3 times per year for registration or events will have no additional charge with the exception of the onetime application fee. Sports groups that are less than 70% residents will be required to pay the facility rental charge for non-profit organizations.

Monthly/Weekly Meetings and Practices - Sports groups must be comprised of at least 70% Hardyston, Hamburg or Franklin residents in order to utilize the facility for regularly scheduled practices and meetings. Meetings and practices must be scheduled with the Littell Center Recreation Director and availability is at their discretion. The fee structure for use of the facility for meetings and practices is as follows:

Organization: One time \$50 Application Fee

Participant Registration:

Residents: no charge

Non - Residents: \$25 per season

(Family discount 1 child - \$25, 2 children - \$20, 3 or more - \$15)

The sports group will be responsible for collecting the non-resident fee at registration for each child and submitting payment to the LCC for the total number of non-residents. Non-residents will be verified by the roster and registration forms.

Youth Community Organizations (Boy Scouts, Girl Scouts, 4-H, etc.)

One Time Usage for Registration/Events - Youth organizations comprised of 70% Hardyston, Hamburg & Franklin residents that are utilizing the facility only 1 - 3 times per year for registration or events will have no additional charge with the exception of the onetime application fee. Youth organizations that are less than 70% residents will be required to pay the facility rental charge for non-profit organizations.

Monthly/Weekly Meetings - Youth organizations must be comprised of at least 70% Hardyston, Hamburg or Franklin residents in order to utilize the facility for regularly scheduled meetings. Meetings must be scheduled with the Littell Center Recreation Director and availability is at their discretion. The fee structure for use of the facility for meetings and is as follows:

Organization: One time \$50 Application Fee

Participant Registration:

Residents: no charge

Non - Residents: \$15 per year

(Family discount 1 child - \$15, 2 children - \$10, 3 or more - \$5)

The youth organizations will be responsible for collecting the non-resident fee at registration for each child and submitting payment to the LCC for the total number of non-residents. Non-residents will be verified by the roster and registration forms.

Seniors Group

The Seniors Group will be required to maintain a membership that consists of 51% Hardyston, Hamburg, and Franklin residents. Non-residents who are members of the organization shall pay an annual fee of \$25. The organization will be responsible for collecting the fee during their annual collection of membership dues and submitting payment to the LCC. The number of non-residents will be verified by the membership roster.

Other Non-profits

One Time Usage for Registration/ Events - Organizations comprised of 70% Hardyston, Hamburg & Franklin residents that are utilizing the facility only 1 - 3 times per year for registration or other onetime events will have no additional charge. Organizations that are less than 70% residents will be required to pay the hourly rental charge for non-profit organizations.

Monthly/Weekly Meetings - Organizations must be comprised of at least 70% Hardyston, Hamburg or Franklin residents in order to utilize the facility for regularly scheduled meetings. Meetings must be scheduled with the Littell Center Recreation Director and availability is at their discretion. The fee structure for use of the facility for meetings and is as follows:

Organization: One time \$50 Application Fee

Participant Registration:

Residents: no charge

Non - Residents: \$15 per year

The organizations will be responsible for collecting the non-resident fee at registration for each participant and submitting payment to the LCC for the total number of non-residents. Non-residents will be verified by the roster and registration forms.

For Profits/Private Businesses

All business and for-profit organizations are subject to the facility rate schedule for any and all usage of the facility. They must complete the appropriate applications and provide the necessary documentation to the Joint Recreation Director. They will be granted space based on availability and facility scheduling procedures outlined below.

Fundraisers

Fundraisers of non-profit organizations or other facility uses, when authorized, for which your group or organizations collects fees shall make a donation of \$1.00 per person (up to a maximum of \$200.00) to be paid to the Center. Non-profit organizations that provide proof of their 501(c) status and proof that they are located primarily in Hardyston Township, Hamburg Borough, or Franklin Borough are exempt from the fundraising fee.

FACILITY SCHEDULING

Scheduling of the facility shall be the responsibility and under the direct control of the Joint Recreation Department. Appeals to the Joint Recreation Department's scheduling decision shall be made in writing to the Hardyston/Franklin/Hamburg Joint Recreation Committee within seven (7) days of the Joint Recreation Department's decision. Appeal shall be heard by the Joint Recreation Committee at a special convened meeting. Decisions of the Joint Recreation Committee shall be made in writing and shall be final. Verbal appeals or those made after seven days shall not be considered by the Joint Recreation Committee.

Facility scheduling shall be made in accordance with the following priority list:

1. Programs and events directly sponsored by the Littell Community Center including those programs offered through contract with the Hardyston, Franklin, and Hamburg governing bodies.
2. Non-profit groups whose members or program participants consist of at least 70% residents of the Borough of Franklin, Borough of Hamburg or the Township of Hardyston. Your group will be asked to provide a list of participants in order to be eligible for free use of the facility.

3. Non-profit groups serving the Franklin/Hardyston area but whose majority membership of program participants reside outside of the Borough of Franklin, Borough of Hamburg or the Township of Hardyston. Rental Fees Apply
4. For profit organizations whose business is located within the Borough of Franklin, Borough of Hamburg or the Township of Hardyston or whose primary target audience resides within the Borough of Franklin, Borough of Hamburg or the Township of Hardyston. Rental Fees Apply
5. Events sponsored by private individuals. Rental Fees Apply

CANCELLATION POLICY

Cancellation of events scheduled for the facility shall be made to the Joint Recreation Department at least seventy-two (72) hours prior to the scheduled event except in cases of cancellation due to emergency.

Facility closure due to inclement weather shall be at the discretion of the Joint Recreation Department. Weather closures shall be broadcast over local radio including WSUS (102.3 FM) and WNNJ (103.7 FM) or by calling the Community Center at 973-827-9734.

INSURANCE REQUIREMENTS

Prior to facility use a certificate of insurance coverage in the minimum amount of \$1,000,000 shall be forwarded to the Joint Recreation Department no later than three (3) days prior to use. Insurance form **MUST** list the following under certificate holder:

BOROUGH OF FRANKLIN
TOWNSHIP OF HARDYSTON
BOROUGH OF HAMBURG
DEPARTMENT OF MILITARY/ VETERANS AFFAIRS
STATE OF NEW JERSEY

KEY DISTRIBUTION

Keys are signed out upon approval of your application. You will be notified of the approval or scheduling conflicts of your request. Your application and current insurance form, participant list & volunteer list, if applicable; **MUST** be on file in order to issue your key. *Note: Keys will require a \$100 deposit fee per key.

RENTAL FEE COLLECTION

Fees established for facility use shall be paid no later than seven (7) days prior to use of the facility, with a completed application form, to the Joint Recreation Department at the Littell Community Center. Said fees

shall be driven by the activity cost or the portion of the facility used. Refunds shall be made for events canceled in accordance with procedures above. **Note: All Checks are to be made payable to Hardyston Township.**

BACKGROUND CHECKS

The Township of Hardyston requires that all employees and volunteers of youth-serving organizations involved in sponsored programs and/or utilizing the Township's recreational facilities request through the Hardyston Township Police Department that the State Bureau of Identification and the Federal Bureau of Investigation (FBI) conduct a criminal history record background check on each prospective and current coach of nonprofit youth-serving organizations in accordance with N.J.A.C. 13:59-1.1 et seq., and with the procedures and guidelines adopted by the VRO. No person will be permitted to act as an employee or volunteer until the results of the background checks have been received and reviewed by the Manager of the Township.

Prospective or current employees and volunteers of youth-serving organizations for sponsored programs and/or for utilizing Township recreational facilities shall submit their names, addresses, fingerprints, written consent and any other necessary information to the organization for the criminal history record background check to be performed. The organization shall submit this documentation to the Hardyston Township Police Department, who shall refer the information to the State Bureau of Investigation for the background check. Thereafter, the Township Recreation Department shall conduct periodic background checks after the date of the initial background check, but not less than every 36 months.

The Hardyston Township Police Department shall act as a clearinghouse for the collection and dissemination of information obtained as a result of conducting criminal history record background checks pursuant to this section.

The Hardyston Township Police Department shall conduct the criminal history record background check(s) only upon receipt of the written consent to the check(s) from the prospective or current employee or volunteer or from the organization itself.

The organization shall bear the costs for conducting such checks for prospective or current coaches participating in cosponsored programs in accordance with the regulations established by the VRO.

Employees and volunteers for youth-serving organizations may be exempt from the above criteria for background checks if they meet the following criteria:

1. Any person who, by virtue of his/her occupation, is required by statute to undergo a federal and state criminal history record background check similar in nature to the requirements contained herein, and who can provide proof of the results of such background check, is exempt from the requirement hereunder if such check was conducted within the past year. After such demonstration of proof of compliance, such individual shall then be subject to subsequent checks as required.

2. Any active employees of local, county and state law enforcement agencies.
3. If the organization already utilizes a different means for obtaining criminal history record background checks, such as Little League baseball, then such organization may annually submit its own certification certifying the names of the individual employees and/or volunteers and providing proof that such criminal history record background check was performed for that year. In addition, the organization must also submit to the Department of Community Services and Recreation and the Township Police Department the guidelines and parameters of such independent background check company for the conducting of its background checks. In the event the Police Department determines that the independent background check company's guidelines and parameters are insufficient, then the Township reserves the right to not grant the exemption under this subsection to the organization.
4. Employees and volunteers may also obtain a criminal history background check through the Franklin Borough Police Department and must provide documentation to the Joint Recreation Department.

RULES & REGULATIONS

1. Prior to facility use the Joint Recreation Department shall be provided with the name of a contact person (telephone and address) responsible for facility use. This person, or their designees (telephone and address for designees must be provided), shall be present at the facility for the entire period of use. The person designated as responsible for facility use shall also be responsible for the rules for the possession of facility keys.
2. All requests for improvements, maintenance or structural changes must be made in writing and submitted to the Recreation Department no later than one month before they are to be performed. Depending upon the extent of the work requested, such requests shall also be subject to the approval of the Township Manager, Township Planning Board and/or Township Council.
3. Financial responsibility shall be assumed for any damage done to the facility during your period of use.
4. All non- profit Franklin/Hardyston/Hamburg groups requesting free use of the facility **MUST** agree to assist with a scheduled program/event held at the center. This is a onetime per year requirement, and usually includes chaperoning a dance.
5. All persons shall abide by posted occupancy limits or permits with an occupancy limit set forth for the event.
6. Facility shall be left in the same general state of cleanliness that existed prior to usage. This shall include, but not be limited to, facility cleanliness, heat, lights and doors. If you are the last group to leave you are responsible for closing the building by checking restrooms, making sure all lights are off, and the main door is locked.

7. Windows are to be closed and locked, all lights (including restrooms) should be turned off and doors locked when leaving.
8. When using air conditioning, it must be turned off when leaving. When using heat, it must be turned down to 50 degrees when leaving.
9. Any damage or broken equipment must be reported immediately to the Joint Recreation Director.
10. Any trash generated shall be disposed within the designated facility trash and recycling receptacles.
11. Use only the main doors that enter directly into the gym to enter and exit the building. No one is to use the side doors near the restrooms or the garage door in the gym without prior authorization from the Joint Recreation Director.
12. Rooms are set up for generic use. If your group must rearrange the furniture, you must return it to the original set up.
13. Tables, chairs, and floors should be left wiped and swept if necessary. If a project involves glue, paint, etc. please protect the tables with a covering.
14. Groups wishing to hang, mount or display something must receive permission of the Joint Recreation Director (no tape, pins, or glue are to be used on the walls).
15. Groups may only use the rooms they have been assigned during approved times and days. No equipment or furniture shall be transported between rooms without prior approval from the recreation director.
16. All guests, spectators, and siblings must remain with your group and are not permitted to use other areas of the building. Children must be supervised at all times.
17. Vehicles must adhere to posted speed limits. Parking is restricted to designated areas. In no instance are vehicles to be driven inside the facility or parked in the gymnasium without prior written authorization from the Joint Recreation Director.
18. No animals shall be permitted in the facility at any time, except that dogs used as guides for blind persons and commonly known as "Seeing Eye" dogs shall be permitted when actively working as Seeing Eye dogs during their presence in the facility or if they are in training with proper identification or except in special events by permit of the Recreation Department.
19. No person shall carry or use firearms or explosives, air rifles, slingshots or any weapon in the facility or surrounding property. No person shall have in their possession or set or otherwise cause to explode or discharge or burn any firecrackers, torpedo rockets or other fireworks or explosive or inflammable material or discharge them or throw them into any

such areas from lands or highways adjacent thereto. This prohibition includes any substance, compound, mixture or article that, in conjunction with any other substance or compound, would be dangerous from any of the foregoing standpoints.

20. Solicitation & games of chance. No person or organization shall solicit contributions for any purpose or engage in the business of soliciting, distributing, selling or peddling any liquids, edibles, goods, wares, merchandise services or circulars in the facility unless authorized by the Recreation Department or the Township/Borough Council. No person shall gamble or participate or abet any game of chance unless in such areas and under such regulations as may be designated by the Recreation Department.
21. No person shall engage in boisterous, threatening, abusive, insulting or indecent language or engage in any disorderly conduct or behavior tending to cause a breach of the public peace.
22. No alcoholic beverages or illegal substances shall be served or consumed on any part of the property.
23. This is a **non-smoking facility**. Please use the area across the parking lot for smoking.
24. All laws of the United States, the State of New Jersey and the Borough of Franklin shall be complied with.

ENFORCEMENT

FAILURE TO COMPLY WITH THE RULES ESTABLISHED ABOVE SHALL BE CAUSE FOR THE JOINT RECREATION DIRECTOR TO IMPOSE THE FOLLOWING ACTION:

The contact person from the group will receive a reminder call from the Joint Recreation Director regarding the situation. If the problem reoccurs, the Joint Recreation Director will call the contact person and request the return of the key issued for that group. At that time, a sixty (60) day revocation of privileges to use the building will go into effect. After sixty (60) days, the contact person from the group must apply to the Joint Recreation Director for reinstatement of privileges. Decisions by the Joint Recreation Director to temporarily revoke privileges shall be made in writing and shall include reasons for said decision. Any group/organizations wishing to appeal the decision of the Joint Recreation Director to temporarily revoke privileges shall be made in writing to the Hardyston/Franklin/Hamburg Joint Recreation Committee within seven (7) days of receipt of said decision. The Joint Recreation Committee shall consider said appeal at their next regularly scheduled meeting. Decisions of the Committee shall be in writing and shall be final.

I have read the attached copy of the Procedures, Rules and Regulations set forth for the use of the Littell Community Center and agree to abide by said rules

Group Name _____

Signature of Applicant _____

Phone Number _____

Date _____

***PLEASE COMPLETE AND TURN IN WITH YOUR APPLICATION AND CERTIFICATE OF INSURANCE.**

NOTE: THE PROCEDURES, RULES & REGULATIONS PACKET SHOULD BE KEPT FOR YOUR RECORDS.