BOROUGH OF ATLANTIC HIGHLANDS
FIREMEN'S FIELDHOUSE

REQUEST FOR USE FORM

Applicant's Name:_____

Address:_____

Organization:_____

Contact Person:_____Phone:_____

Event Supervisor:_____Phone:_____

Date Requested:_____Time From:_____To:_____

Purpose of Request (describe event)_____

Will Cooking Facilities be used: Yes:_____ No:_____

Approximate number of participants:_____

Age Group(s) of participants:_____

Rules and Regulations Governing Use of Firemen's Fieldhouse

All requests must be made in writing at least ten (10) business days prior to the date requested.

Proof of Liability Insurance is required and must be submitted with the completed application. The Certificate of Insurance must name the Borough of Atlantic Highlands as an additional insured and provide limits of $300,000/1 million for children's events and $500,000/1 million for all others.

In addition to user fees, a security deposit is required and will be returned to the applicant after the facility is inspected for damages.

The facility and equipment used by the applicant will be inspected for damage, misuse, or non-clean-up. The applicant will be held responsible accordingly. Clean-up is the responsibility of the applicant. The applicant agrees to pay for the actual cost of repairing any damages to the Fieldhouse property. This shall be paid from the security deposit and if that is not sufficient, by the applicant personally.

Cancellations: If notice of cancellation by the applicant is given to the Borough at least three (3) days prior to the event, all fees will be returned to the applicant. Otherwise, the user fee will be forfeited, unless a replacement event is booked. The Borough reserves the right to cancel a scheduled event at any time when such cancellation is deemed to be in the best interests of the Borough. Full refunds will be made in such cases.

If alcohol is served at a function, the Borough may require the presence of at least one police officer for the safety and protection of the participants and property. The Fieldhouse Committee will make this determination upon receipt of the completed application. When applicable, a police fee will be charged in advance for a minimum of 4 hours.

Fieldhouse keys will be picked up at the Police station on the day of the event by the applicant and returned there immediately following the event.

Activity shall be limited to authorized areas in the Fieldhouse only. Time of use is six (6) hours.

Supervision of the facility and activity is the responsibility of the applicant.

The use of the building will be granted only for specific days and times. No additional dates, times or substitutes will be made unless specifically approved by the Fieldhouse Committee.

No person or persons other than members of the authorized group may use the building during the designated times. It is the responsibility of the applicant to enforce this regulation and to see that unauthorized persons do not gain entry to the Fieldhouse.

I have read the above rules and regulations and agree to adhere to the terms listed.

SIGNED:_____**DATE:**_____

BOROUGH OF ATLANTIC HIGHLANDSFIREMEN'S FIELDHOUSE
SCHEDULE OF FEES

1. MEETINGS

	USE FEE		SECURITY DEPOSIT	
Category	resident	non-resident	resident	non-resident
Youth Recreation	-----	$50.00	----	$50.00
Community Service	-----	$50.00	----	$50.00
Non-Profit Organizations	$25.00	$125.00	----	$100.00
Commercial/Promotional	$125.00	$150.00	$100.00	$200.00

2. SPECIAL EVENTS (DINNERS, DANCE, FUNDRAISERS)

	USE FEE		SECURITY DEPOSIT
Category	**resident**	**non-resident**	
Youth Recreation	$25.00	$50.00	$100.00
Community Service	$25.00	$50.00	$100.00
Non-Profit Groups	$100.00	$175.00	$100.00
Commercial	$200.00	$250.00	$100.00

3. PRIVATE PARTIES (RECEPTIONS, SHOWERS, BIRTHDAYS)

	USE FEE		SECURITY DEPOSIT
Category	**resident**	**non-resident**	
Children (under 16)	$50.00	$100.00	$100.00
Adults (No Alcohol)	$175.00	$225.00	$100.00
Adults (Alcohol)	$175.00	$225.00	$200.00