



## COMMUNITY CENTER POLICY AND PROCEDURES

- The four-hour rental fee for non-residents is \$500.00, this is (NON-TRANSFERABLE). The Borough has a noise ordinance, and all events must end by 10:00 P.M.
- A Certificate of Liability Insurance must be obtained naming the Helmetta Community Center, 1 Brookside Place, Helmetta, NJ, 08828 as the Certificate Holder. This can be obtained from your Homeowners Insurance Company. If you intend to serve alcohol, please be sure to tell your insurance company. If you are unable to obtain it from your insurance company, you can call 1-800-328-2317 or look on the internet for a one-day event certificate.
- The stove can be used for heating up food but not for cooking. Instructions on how to ignite the stove and oven are posted on the wall and we ask that you read it before you begin using the stove
- Any items you place in the refrigerator or freezer must be removed when leaving.
- At the end ALL trash must be put in the dumpster at the rear of the building (there is a door at the side rear of the room). Trash bags will be supplied.
- Please be respectful of the people who live in the neighborhood. Do not block their driveways when parking. Please keep the noise down when leaving. **All activities must terminate by 10:00 P.M**
- Do not park in the driveway by the railroad tracks. It's prohibited and must be kept clear at all times for emergency access.
- The Community Center is in a residential area. Please pick up any cups, bottles, or cans on the outside of the building. If your guests smoke, there are ashtrays for them to put their cigarette butts in. No smoking in the building.

- The applicant shall NOT use paste, scotch tape, duct, or masking tape on the walls. ONLY painter's tape may be used. Do not post any signs, placards, or advertisements on any wall or door. Do not hang any decorations from the ceiling in the center. No confetti or "silly string" is permitted. The use of candles and smoke machines of any kind is prohibited. Use of any of these devices will cause automatic forfeit of your deposit and possibly summons.
- Please leave *behind* the paper towels, toilet tissue or cleaning supplies.
- Please leave storage room clean and organized.
- Hall is rented upon availability. Contract, deposit and hall rental must be received no later than five (5) days after reserving. Certificate of liability insurance must be received no later than fourteen (14) days prior to the event.

A thorough inspection will be done after your event. If any tables or chairs are broken, knobs on the stove broken, paint off the walls, etc., your deposit will not be returned.

I have read and understand the policy and procedures and will abide by them.

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Signature

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Date

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