

# NORTH PLAINFIELD VERMEULE COMMUNITY CENTER – APPLICATION FOR USE

614 Greenbrook Rd., North Plainfield, NJ 07063 - 908 756-0247 - Rec@northplainfieldnj.gov

All usages of the Community Center are subject to approval by the Mayor and Administration.

All users must comply with the Community Center Rules & Regulations (see attached for further information) Phone

\*\*\*\*\*PHONE PHOTOS OF COMPLETED DOCUMENTS ARE NOT ACCEPTED\*\*\*\*\*

Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Participants \_\_\_\_\_ Admission Charge  Y  N

Requests for Friday, Saturday or Sunday use require special approval and such usages may be limited.  
The Community Center is not available for use on Borough Holidays.

All adults supervising minor children at the Community Center must have completed a criminal background check within the past three years.

## Individual Dates:

Date: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su Event Time: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM  
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)

Date: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su Event Time: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM  
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)

Date: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su Event Time: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM  
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)

Date: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su Event Time: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM  
Month Day Year (Check One) (Please include setup, breakdown and cleanup time as needed)

## Periodic Dates: (weekly or monthly)

From: \_\_\_\_\_ To: \_\_\_\_\_ Event Time: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM  
Month Day Year Month Day Year (Please include setup, breakdown and cleanup time as needed)

If Weekly, indicate day of week requested:  M  Tu  W  Th  F  Sa  Su

If Monthly, indicate day of week and which week requested:

M  Tu  W  Th  F  Sa  Su  1<sup>st</sup> week of each month  2<sup>nd</sup> week of each month  3<sup>rd</sup> week of each month  4<sup>th</sup> week of each month

## ROOM(S) REQUESTED

1st Fl. Main Room  Kitchen:  Use of Fridge/Prep Area Only  
 Use of Stage  Basement Main Room  Use of Stove/Oven  
 Top Fl. Room A (left)  Use of A/V Equipment  2nd Fl. Conference Room -  
 Top Fl. Room B (right)  Outdoor Stage (no food/drink or arts/crafts)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read, understand and agree to comply with the Rules & Regulations of the Community Center.

OFFICIAL USE ONLY: \_\_\_\_\_ Approved \_\_\_\_\_ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_  
Notified: \_\_\_\_\_ by Email \_\_\_\_\_ by Phone Background checks received when necessary \_\_\_\_\_  
Hold Harmless Agreement Received: \_\_\_\_\_ On File Insurance Certificate Received: \_\_\_\_\_ On File \_\_\_\_\_ Waived

**HOLD HARMLESS AGREEMENT**  
**for Use of the North Plainfield Vermeule Community Center**

In consideration of the granting of permission by the Borough of North Plainfield to the Applicant for the use of the facilities set forth above, the Applicant shall indemnify, defend and hold harmless the Borough of North Plainfield, their employees, agents, professionals and volunteers, collectively from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorneys' fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the conduct of the activities for which this application is made, and for the use of the facilities and any other facilities which are employed by the Applicant, or their guests, during the period for which the facilities requested are used, regardless of whether it is caused in part by a party indemnified hereunder.

\_\_\_\_\_  
Applicant (print)

\_\_\_\_\_  
Borough of North Plainfield Representative (print)

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Add any additional notes here:

## RULES & REGULATIONS OF THE NORTH PLAINFIELD VERMEULE COMMUNITY CENTER

*The use of the North Plainfield Vermeule Community Center ("the Center") is permitted at the discretion of the Mayor and Administration. Usage privileges may be denied or revoked if the following Rules and Regulations are not adhered to. The Borough reserves the right to move or reschedule your reservation if needed.*

- Groups or organizations requesting usage must be predominantly North Plainfield residents or provide a service to its residents.
- All adult supervisors of activities involving minors are required by the Borough of North Plainfield to submit, prior to their event, a complete background check.
- Private parties and fundraisers for private gain are not permitted.
- Reservations are accepted up to one year in advance. For recurring events, the schedule (dates and times) must be provided to Administration or Recreation prior to the first activity.
- The Center may be closed due to weather or other circumstances that are beyond our control. During weather emergencies, if the schools are closed, the Center will also be closed and all events cancelled.
- Applicants are responsible to contact Recreation at 908 756-0247 or [Rec@nothplainfieldnj.gov](mailto:Rec@nothplainfieldnj.gov) in the event that their scheduled use is cancelled.
- All activities held at the Center must cease and rooms put back to their original state by 11pm.
- Maximum occupancy limits must be complied with as posted by the Fire Department.
- All Borough ordinances and rules of the Police and Fire Departments regarding public assemblies must be complied with.
- The Center is a smoke-free facility.
- **The person signing this form must be there at the start time listed on the form.**
- No drugs or weapons or sale of such items is permitted.
- All applicants are responsible for the conduct of their participants/guests while at the Center.
- Use of the Center does not include Borough staff setting up prior to or cleaning up after an event.
- The Center does not have daily custodial service. The applicant is responsible for setup/breakdown and clean-up of any room(s) used at the Center.
- For all events, garbage and recyclables are to be taken to the appropriate dumpsters in the parking lot.
- The Center shall be left in good condition.
- If the room is found to be damaged or dirty upon arrival, this should be reported to Administration.
- Nothing belonging to the Center is to be removed.
- Items shall not be left in the kitchen or other areas of the Center unless arranged with Administration.
- No food/drinks or arts/crafts are permitted in the Conference Room.
- Any planned movies, audio, video, stage or other artistic or theatrical performances must bear a rating of G, PG, PG-13 or equivalent for suitable use at this community facility. Advertising or promotional materials must include such rating information.
- Any questions/concerns should be brought to Administration at 908 769-2902 or [events@nothplainfieldnj.gov](mailto:events@nothplainfieldnj.gov)
- Any injuries or damages that occur during use of the Center must be reported to 908 769-2900, Ext. 2965
- Those using the Center shall be held liable for damage, missing items and cleanup and can be assessed labor and material fees to cover costs.
- Phone photos of this completed document will not be accepted. It must be a scan or digitally signed.