

BOROUGH HALL USE

(Revised April 2024)

FORM MUST BE SUBMITTED A LEAST 1 WEEK BEFORE YOUR EVENT

DATE OF EVENT: _____ TIME _____ - _____

EVENT: _____

Applicant agrees to pay a security deposit in the amount indicated below, it being understood that the Borough has the right to retain the deposit and charge the applicant for any sum in excess of the deposit to repair or restore the property or premises if necessary.

NAME: _____

ADDRESS: _____

P.O. BOX: _____

PHONE: _____

EMAIL ADDRESS: _____

Applicant agrees not to attach anything to walls, doors, trim, ceiling, paintings.

Signature _____

If you would like to use the rail clip system to decorate for your event, please contact Borough Hall at 609-448-0539, ext. 0.

Reminder: NO "FLUSHABLE" WIPES IN THE TOILET. Initial _____

No alcohol is permitted on Borough property during any event. Initial _____

There are 29 white chairs and 40 brown chairs for a total of 69 chairs. They are stored in the center closet and all are available for your use. All chairs must be returned to the closet after your event but **6 WHITE CHAIRS MUST REMAIN IN THE ROOM.** Initial _____

Insurance: Certificate of Insurance naming the **Borough of Roosevelt** as an additional insured; to be submitted with your application and include the following:

-General Liability of no less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage with \$2,000,000 general aggregate.

-You may obtain insurance however you choose. Another option is to purchase "TULIP" (Tenant Users Liability Insurance Policy) coverage from gatherguard.com (use the Venue Code 4990-300 for Roosevelt).

SIGNATURE

DATE

\$300 DEPOSIT – WILL BE RETURNED IF COUNCIL ROOM, KITCHEN AND RESTROOM ARE LEFT CLEAN AND IN SATISFACTORY CONDITION. Initial _____

Cash _____ Check# _____

CHECK LIST:

- Tables and chairs must be wiped down. All chairs must be returned to the closet. Six white chairs should be left out in the room. DO NOT PUSH TABLES OR CHAIRS AGAINST THE WALLS.
- Kitchen counters must be wiped down. Microwave should be left clean.
- Do not leave any food or drinks in the refrigerator.
- Bathroom must be left clean. This includes the floor.
- Recyclables go in the blue recycling can next to the piano. Empty plastic water bottles and soda cans do **not** go in the trash. Empty your bottles and cans before you put them in the blue recycling can.
- If you bring your trash bags outside to the robocan, place another plastic bag liner in the trash can in the room.
- There is a broom and dustpan in the kitchen should you need it for the floors. If there is food, glitter, confetti, etc. on the floor from your event, please sweep it up.
- The front door needs to be locked when your event is over. Lights should be turned off, including in the restroom.
- Anything currently in the refrigerator and freezer belongs to someone; it is not to be used for your event.
- Three of the tables in the room have cable clips on them. These cable clips are for the wires of the recording equipment used at Council meetings, Planning Board meetings and Environmental Commission meetings. The clips CANNOT be removed. The tables are labeled; after your event put the tables back in the same place.
- NOTHING can be attached/hung from the walls, doors, trim, ceiling, paintings. If you choose to decorate the tables, all scotch tape must be removed from the tables after your event.
- Do not allow your guests to play with the TV.
- The door to the right of the kitchen is off-limits; do not allow your guests to go through that door into the next space.
- Do not touch or move the flags in the corner of the room.
- Do not touch the piano or place anything on top of the piano.
- Do not touch or move the bust of FDR that is on the kitchen counter.
- The borough does not provide cleaning supplies: bring cleaning products and paper towels.