

MUNICIPAL BUILDING COMMUNITY ROOM & COURT ROOM PROCEDURES & INSTRUCTIONS

The community and court rooms, located in the Municipal Building, have been designed for use by organizations, clubs, groups, the Recreation Department and its' programs. Please note that keys **will not** be issued for entry to the Municipal Building. A complete list of exact dates and times must be furnished with the "Request to Use Municipal Complex Facilities." **In addition, a Certificate of Insurance naming Lumberton Township as Certificate Holder must be provided. Limits must not be less than \$500,000.00 bodily injury and \$50,000.00 property damage.** Once received and approved by the Township Committee, the Main Entrance door will be programmed to unlock and lock at the times that are listed. No one is authorized to go beyond the court-room lobby and court-room / administrative lobby and community room during the time the building is being used. The Fee Schedule for other than Non-Profit Organizations is as follows:

\$25/hour (not to exceed \$100.00)

The kitchen area in the Community Room (for Community Room requests only) and bathrooms are also available for your use. The group using these rooms is responsible for leaving them in satisfactory condition. More specifically, upon exiting the building, the responsible person should ensure that:

1. The floor (in both the kitchen area and community room) is swept clean of all crumbs, arts and crafts debris, trash, etc.
2. The trash is placed in a plastic bag, sealed and placed in the kitchen area.
3. Countertops, tables and appliances are cleaned with cleaning supplies. (Cleaning supplies can be found underneath the sink.)
4. All toilets are flushed and trash removed from the floor (paper towels, etc.)
5. **All** items are removed from community room.
6. The lights are turned off in the kitchen area, bathrooms and community room.
7. The lobby area is in the same condition that it was in when you entered the building.
8. All tables and chairs are put back where they were when you entered the room.

Also,

1. If you have items that are used on a regular basis (i.e. sugar, cups, plates, plasticware, etc.), you may use **one** cabinet for these items. Items must be labeled and stored in plastic Tupperware.
2. The doors to the both the kitchen area and community room should be left shut at all times.
3. **Do not drag tables and chairs across the community room floor. Please pick them up and move them.**

**MUNICIPAL BUILDING
COMMUNITY ROOM & COURT ROOM
USE AGREEMENT**

I, _____, have read the policies and procedures, regarding use of the Municipal Building Community Room / Courtroom. I have been designated as the responsible party for the _____(group, organization) who will be using the Community Room / Court Room on the dates and times that have been provided with this agreement. I understand the terms and conditions as outlined on the previous page and agree to abide by them. If these procedures are not followed, I understand that the _____'s (group, organization) use of the Community Room / Court Room will be terminated indefinitely.

Signature

Date

INDEMNIFICATION AGREEMENT

We, _____,
(Name of Organization)

hereby release the Township of Lumberton from any and all responsibility or liability for damage to property or personal injury, or theft of personal property, and also release and agree to indemnify the aforementioned against any damage, claim, legal procedure or judgement arising out of the transportation to and from the Municipal Building of Lumberton Township, New Jersey; and

We further agree to defend and hold the Lumberton Township Committee harmless from any claim or suit or injury damage or blame resulting from the use of the Municipal Building facilities of Lumberton Township.

We further agree to file a copy of the Certificate of Insurance for our organization with the Township of Lumberton for limits no less than \$500,000.00 bodily injury and \$50,000.00 property damage, with specific coverage for alcohol consumption if such consumption is contemplated.

We also agree to leave the premises clean and free of damage or be billed for any repairs or damage caused by our organization.

DATE(S) OF USE: _____

SIGNATURE: _____

DATE: _____