

MOUNTAINSIDE BOROUGH COMMUNITY ROOM RULES AND REGULATIONS

BE IT RESOLVED by the Mountainside Borough Building Committee that it hereby recommends the following rules and regulations for adoption by the Borough Council in connection with the public use of the Borough of Mountainside Community Room located in the Borough Hall.

1. Applications/reservations for the Community Room shall be made to the Offices of the Mountainside Borough Recreation Department. Said applicant must complete the application form provided through that office.
2. The group/organization coordinator is asked to arrive at least 15-20 minutes before the start of the session to monitor and guide the entrance of group members.
3. Any meeting or use of the Community Room must end, and using organizations must depart the Community Room by 11:00 PM.
4. The Community Room is available for use in its entirety or as can be divided into smaller spaces. The room capacities are as follows;

188 persons - chairs only
100 persons - tables and chairs
5. The set-up and clearing of the room and surrounding areas shall be the responsibility of the organization using the facility. Tables and chairs, **if available**, are located in the storage closet of the Community Room. It is the responsibility of the using organization to return tables and chairs to the closet, cleaned, sanitized and stored the way they were originally found.
6. All organizations must clean the room after use. The Borough recycling policies must be followed when cleaning the room and disposing of trash. All solid waste must be placed in garbage bags, tied and removed to dumpsters located in the parking lot.
7. All bathrooms, hallways and meeting rooms must be monitored by an adult when children (under age 18) are present.
8. Applicant must sign in at its time of arrival and departure with the on duty Dispatch Officer of the Mountainside Police Department, at which time the Police Department will open and/or close the doors to the Community Room. All applicants will be held responsible for the Community Room until such time as the Police Department is notified and verifies the organizations departure. Notification of any problems with the facility (i.e. damages to walls, doors, tables, chairs, etc.) shall be provided immediately to the Police Department or the using organization shall be held responsible for such problems. Such problems shall include any section or portion of the Borough Hall to which the using organization has access (i.e. individuals meeting rooms, bathrooms, hallways, etc.).
9. There must exist a ratio of one adult (over 18) to every six children in attendance at a function.

10. During non normal working hours all applicants must use the main entrance as all other doors to the Borough Hall are locked and alarmed.
11. Each meeting and organization is deemed important. Each applicant/organization will be required to police their group and to show common courtesy to the group functioning in another part of the Community Room.
12. The applicant/organization is to accept full responsibility for damages incurred to any item in the Community Room while under their use.
13. All counter tops, sinks, tables, etc. must be sanitized after use and restored to its found condition. All cleaning solutions and related supplies are to be supplied by applicant.
14. At the commencement of the use of the facility, the applicant is to make sure all users are aware of the exits and fire extinguisher placements.
15. The Community Room is the only public room in the Municipal Building that permits food to be served. The Borough of Mountainside shall not supply cooking facilities and will not permit any cooking in the Community Room. This shall not be construed as to restrict the use of hotplates, sterno's, etc. to warm up or maintain the temperature of prepared foods.
16. All leftover food products are to be removed from the Community Room.
17. Athletic activities, except those sanctioned by the Building Committee, are prohibited in the Community Room. These include, by way of explanation and not limitation, use of bicycles, skateboards, roller blades, etc. The Community Room is intended for use as a meeting room and/or for social activities.
18. The Borough of Mountainside is not responsible, and will not provide, a projector, screen or TV/VCR. All items needed for an organization's meeting shall be provided by said organization.
19. Alcoholic beverages are strictly prohibited from the Community and Borough property. Any violation of this policy will be viewed and acted upon by the Police Department as a violation of the law.
20. Applicants and organization members must adhere to posted parking regulations in the Borough parking lots.
21. No organization shall be prohibited from using the Community Room based upon the race, color, creed, national origin, political affiliation or assembled purpose of the group.
22. Any organization not following one or more of the rules set forth herein may be prohibited from using the Community Room again. If such action is deemed advisable, the Building Committee shall meet to discuss rule violations by such an organization and shall determine whether such organization or group should be suspended or prohibited from using such room. Such determination shall state the rule or rules that have been violated, the dates upon which the rules were violated and the specific facts surrounding each rule violation. The determination shall be provided in writing to the Borough Council.

23. Fee Schedule:

Non-profit groups:

- None

For-profit Mountainside Groups, Mountainside Groups charging participants to attend function, or private parties by Residents of Mountainside:

- For 4 Hours & Under - \$200.00
- For 5-8 Hours - \$400.00
- If food is going to be served, an additional refundable security deposit of \$200.00 is also required.
- Game Room Fee - \$100.00
- Game Room Refundable Security Deposit - \$100.00

For all Non-Resident Groups or Private Parties:

- For 4 Hours & Under - \$375.00
- For 5-8 Hours - \$750.00
- If food is going to be served, an additional refundable security deposit of \$375.00 is also required.
- Game Room Fee - \$200.00
- Game Room Refundable Security Deposit - \$100.00

24. All applicants must provide a driver's license that will be copied and attached to the application.