

Saddle Brook Township

Municipal Complex Use Application

The procedure for applying for use of the Saddle Brook municipal complex is as follows:

1. Read entire policies & procedures for the use of the municipal complex
2. Completion and submission of application not less than 30 days of event date
3. Submission of application along with:
  - a. Completed hold harmless agreement.
  - b. Certificate of insurance naming the Township of Saddle Brook as additional insured

Fee structure:

- A. All teams/leagues with 75% or more Saddle Brook residents; for Township sponsored activities and high school activities. **Waived**
- B. Town non-profits 501C3 organizations \$100.00 per hour.
- C. Governmental entities \$100.00 per hour.
- D. Out of town non-profits 501C3 organization \$150.00 per hour

Additional fees required for town services including but not limited to police, DPW & Rec Staff.

1. Town recreation-sponsored programs & activities pay no additional fees.
2. Saddle Brook High School sports teams pay \$35.00 per hour for each employee.
3. Club teams, leagues and youth organizations with 75% or more Saddle Brook residents pay a minimum of \$35.00 per hour or the actual cost for each employee, whichever is higher.
4. Town non-profits with 501C3 pay a minimum of \$35.00 per hour or the actual cost for each employee, whichever is higher.
5. Government entities pay a minimum of \$55.00 per hour or the actual cost for each employee, whichever is higher.
6. Out-of-town non-profits with 501C3 pay a minimum of \$55.00 per hour or the actual cost for each employee, whichever is higher.

Saddle Brook Township

Municipal Complex Use Application

Company/Organization name:

Organization type: a) Team/league   b) Town non-profit organization  
c) Government agency   d) Out of town non-profit organization   e) other:

Address:

Contact person (name, number & email address):

Event name/title and description:

Date(s) of event:

Rain date(s):

Requested facility for event use (parking lot, interior facilities- gym, meeting room, etc):

Attendance:

Vehicles:

Staff/volunteers:

Merchants & Vendors: Y N How many?   Food Vendors: Y N How many?

Are you requesting use of electricity? Y N What purpose?

Are you requesting any special arrangements? Y N (provide details)

Event times: Set-up:

Event start:

Clean-up completed by:

Signature & certification of adherence to the Saddle Brook Township Municipal Complex Use  
Application rules & regulations

---

**HOLD HARMLESS AGREEMENT FOR SADDLE BROOK TOWNSHIP MUNICIPAL  
COMPLEX USE**

Between Saddle Brook Township and \_\_\_\_\_  
Name of organization

\_\_\_\_\_  
Address of organization

\_\_\_\_\_  
Telephone number & email address

In consideration of the use of the \_\_\_\_\_ on the  
following dates: \_\_\_\_\_ for the purpose of  
\_\_\_\_\_, the undersigned  
agrees to indemnify and hold the Township of Saddle Brook, Saddle Brook, NJ and its officers,  
agents and employees harmless from any and all liability, claims, costs and attorney's fees  
arising out of the use of the property referred to above. I understand that this Hold Harmless  
Agreement also requires that the Township of Saddle Brook is indemnified from any losses or  
damages resulting from the acts or omissions from any guest, participant, visitor, or other person  
attending the event herein referred to. Unless waived in writing by the Township of Saddle  
Brook I agree to furnish a Certificate of Insurance specifically naming the Township of Saddle  
Brook as additional insured providing general liability coverage including, bodily injury and  
property damage within minimum limits of liability not less than \$1,000,000.00.

This Agreement shall remain in full force and effect for any continued, additional or postponed  
date for the event indicated above. The Township of Saddle Brook reserves the right to cancel or  
interrupt the event if the representations set forth herein are not adhered to or if the Township of  
Saddle Brook determines that a situation that might lead to personal injury, property damage or  
violation of law exists. Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ as the  
binding act in deed of: \_\_\_\_\_

Name of Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Authorized Name

Saddle Brook Township  
Municipal Complex Use Application

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Date submitted:

Proof of insurance:

Signed application with hold harmless:

Reviewed and approved by police chief:

Reviewed and approved by DPW director:

Reviewed and approved by recreation director:

Date approved by governing body:

Date approved by administrator if not by governing body:

---

Mayor

## **POLICIES AND PROCEDURES FOR USE OF MUNICIPAL COMPLEX**

1. Definitions. The Municipal Complex includes the parking lot, and interior community facilities, i.e., meeting rooms, fitness room and gymnasium.

2. Regulations. Residents of Saddle Brook and non-profit organizations shall have preference in use of the Municipal Complex.

3. Approval Required for Use of Municipal Complex. Any use of the Municipal Complex shall be subject to the availability of the facility and the prior approval of the Mayor and Council. In the event the date for the requested use of the Municipal Complex precedes a meeting of the Governing Body, the Township Administrator shall have the authority to approve or deny the request for usage. The Township Administrator shall notify the Governing Body of the request prior to rendering a decision.

4. No Special Permits for Alcoholic Beverages. The issuance of any special permits for the consumption of alcoholic beverages in the Municipal Complex is prohibited.

A. Entities permitted to use the facility:

1. Town recreation-sponsored programs and activities
2. Saddle Brook High School sports teams
3. Club teams, leagues and youth organizations with 75% or more Saddle Brook residents
4. Non-profit organizations with 501C3
5. Governmental entities

5. Fees are waived for:

- (a) All teams/leagues with 75% or more Saddle Brook residents; for Township sponsored activities and high school activities.
- (b) Town non-profits 501C3 organizations \$100.00 per hour.
- (c) Governmental entities \$100.00 per hour.
- (d) Out of town non-profits 501C3 organization \$150.00 per hour.

6C. Additional fees required for town services including but not limited to police, DPW and Rec Staff.

1. Town recreation-sponsored programs & activities pay no additional fees.
2. Saddle Brook High School sports teams pay \$35.00 per hour for each employee.
3. Club teams, leagues and youth organizations with 75% or more Saddle Brook residents pay a minimum of \$35.00 per hour or the actual cost for each employee, whichever is higher.
4. Town non-profits with 501C3 pay a minimum of \$35.00 per hour or the actual cost for each employee, whichever is higher.
5. Government entities pay a minimum of \$55.00 per hour or the actual cost for each employee, whichever is higher.
6. Out-of-town non-profits with 501C3 pay a minimum of \$55.00 per hour or the actual cost for each employee, whichever is higher.

7D. Fundraisers are generally prohibited except for the following, which must be approved beforehand by the Mayor and Council.

1. Town-sponsored events.
2. Non-profit organizations with a 501C3 that donate the majority of the event proceeds (at least 51%) to a cause other than themselves.

8E. Prohibited Uses.

The facilities may not be used for:

1. Any function at which goods or services are advertised or sold, whether for profit or to raise funds for non-profit organizations.
2. Any meeting for which admission is charged.
3. Any meeting likely to disturb municipal staff operations, impede staff in the performance of their duties, or negatively impact the municipal complex.
4. Conduct of any unlawful activity.
5. Political functions.
6. Private Parties.

6. General.

- (a) The Township Police Department and Department of Public Works will be notified

of all permitted activities and will review to determine what, if any, additional Township services are required.

(b) The Township clerk will review the application to ensure that all required permits are filed per township ordinance or other applicable laws.

All other township Departments will be

(b) Applicants shall submit a completed application for use of the Municipal complex, a completed contract agreement, a completed hold harmless agreement and provide a certificate of insurance to the Township Clerk's office naming the Township of Saddle Brook as additional insured. Reservations for a permitted use must be prepaid not less than 30 days before the event. The completed application forms can be submitted via email to [plodico@saddlebrooknj.gov](mailto:plodico@saddlebrooknj.gov), or via fax to 201-587-2908, or hand delivered to the Township Clerk's office. Upon approval of the hold harmless agreement and the certificate of insurance, a written request will be submitted to the Mayor and Council for review and approval at their next meeting. It is required that all paperwork be submitted on the Thursday prior to the meeting date. The Mayor and Council meet on the first and third Thursday of each month. Any fees are due after the Mayor and Council's review and decision.

(c) Requests for refunds (reservation cancellation only) shall be in writing.

(d) Fees collected pursuant to this section will be utilized for the continued maintenance of the Municipal Complex.