

Policy #10: Recreation Gym Building Usage

Purpose: To establish guidelines for the usage of the Bound Brook Recreation Commission Recreation Gym building.

Scope: This policy covers usage of the Bound Brook Recreation Gym building

Requirements / Instructions:

1. All activities are subject to approval by the Recreation Director and/or Commission. A permit may be denied for any activity that has the potential to cause damage to the building. Basketball and Volleyball are the only approved sports. All other activities will require the preapproval of the Recreation Director.
2. Applications for a permit for the use of the gym are under the control of the Bound Brook Recreation Commission are required for all structured organizations wishing to use our gym. This would include but not limited to ball games and practices, other sports activities, games, and contests. Any non-structured organization wishing to use these facilities are required to complete the application. Any associated fees will also need to be paid.
3. There will be a permit-processing fee. Currently the fee is \$25. Applicants for a permit must complete a Facility Use Form (attached as Appendix D) at least 2 weeks prior to an event.
4. If Facility Use Form is correctly completed and the facility is available for the requested date(s) and time slot(s), scheduling will be confirmed with applicant. Applicant will be informed to pick up an executed Facility Use Permit, at which time applicant shall provide proof of required insurance and payment as defined in Appendix E of this document.
5. All permits will be issued on a first come, first served basis. Applicants who received a permit in the prior year, and who are in good standing, i.e., have complied with all rules and regulations relating to facility use, will be given preference for scheduling. The availability of facility on certain days are subject to change due to the Priority of Usage listed in Requirement 14 of this policy.
6. In addition to the permit processing fee, the following use fees shall apply:
 - a. Monday through Friday is \$45 per hour
 - b. Saturday and Sunday is \$65 per hour.
7. A site supervisor is required to be onsite for all activities held at the facility. Bound Brook Recreation will provide an onsite supervisor for all outside paid rentals.

8. Food is not permitted on the court.
9. Recreation Department sports equipment cannot be borrowed for use at non-Recreation Department sponsored activities or functions.
10. Prior to using the facility for which a permit is held, permittee must immediately report any visible signs of damage or other problems with the facility to the Recreation Director. If not reported prior to use, permittee will be responsible for any damages to the facility.
11. Permits are non-transferable. Violations of these rules and regulations and/or permit conditions will result in loss of current and future permits.
12. In the event of emergency, please follow information provided on placard by the main door and at each fire alarm. (200 Thompson Avenue)
13. Priority order for usage of the Recreation Gym Building is as follows:
 - a. Bound Brook Recreation
 - b. Bound Brook Schools
 - c. Bound Brook Non-Profit
 - d. All other applicants
14. Permittees granted use of a Borough facility are responsible for the proper supervision of all attendees, participants and spectators.
15. Permittees granted use of a Borough facility will be held responsible for any personal injury or property damage. The organization is responsible to leave the facility in the condition in which it was found.
16. Proper use of a Borough facility is of the utmost importance. Permittees failing to abide by the provisions of this policy may have their permits suspended or revoked and may be denied further use of municipal facilities.
17. All persons, including permittees, using a Borough facility shall comply with the following rules and regulations regarding use of Borough facilities:
 - a. No person shall mark, deface, disfigure, injure, tamper with or displace or remove any Borough property from any Borough facility.
 - b. No person shall throw, discharge or otherwise place or cause to be placed any substance, matter or thing likely to result in pollution, in any water fountain or bodies of water in or adjacent to any park or field, or within any storm sewer or drain flowing into such body of water.
 - c. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash anywhere on the grounds of any Borough facility, but shall place such items in the proper receptacles where

provided; and where receptacles are not so provided, all such items shall be carried away from the Borough facility and properly disposed of elsewhere.

- d. No person shall endanger the safety of any person by any conduct or act, including disturbing the peace or fighting.
- e. No person shall carry, possess or consume any alcoholic beverage (unless specifically permitted by the Borough), illegal narcotics or drugs in any Borough facility.
- f. No person shall interfere with the lawful use, in compliance with these regulations, of any Borough facility by any other person or group.
- g. No person shall operate, drive or park any automobile or motorcycle or other motorized vehicle, except on a street, driveway or parking lot, or park or leave any vehicle in any place other than the areas designated for public parking.
- h. No person shall paste, glue, tack or otherwise post or hang any sign, placard, advertisement or inscription whatsoever in any Borough facility. This provision shall not apply to any authorized official of the Borough in pursuit of official duty, or other persons having prior written permission from the Recreation Commission.
- i. No person shall use or cause to be used any loudspeakers, public address systems or amplifiers without first having obtained written permission from the Recreation Commission or Borough, as appropriate.
- j. No person shall molest, trap, capture or hunt, remove, injure or kill any animal, fish or other wildlife or disturb its habitat within any Borough facility (unless otherwise permitted)
- k. Pets are not allowed in Borough facility.
- l. Permittees shall comply with the foregoing rules and regulations, in addition to permit-specific requirements and policies.