

## **POLICY #9: BEN MAGGIO BUILDING USAGE**

**Purpose:** To establish guidelines for the usage of the Bound Brook Recreation Commission Ben Maggio building.

**Scope:** This policy covers all of the Bound Brook Recreation Ben Maggio building

**Requirements / Instructions:**

1. No recreation building furniture can be borrowed for use at non-Recreation sponsored activities or functions.
2. There will be a permit-processing fee, as determined by the Borough, for all activities as stated on the application. Currently this fee is \$25. Facility Use Form is also required to be completed. Permit and Facility Use Form must be submitted at least 2 weeks prior to event. This fee will be waived for all non-profit organizations. Application must be submitted prior to the regularly scheduled monthly Recreation Commission meeting.
3. The Recreation Director reserves the right to supersede any organization's use for Recreation Commission sponsored activities with a minimum of 48 hours' notice.
4. No other meeting, or any other activities, can take place in the Recreation Center meeting room during the Recreation commission meetings.
5. Any organization using the Recreation Commission controlled building should report any problems with the building immediately to the Recreation Director before using the building. If not, you will be responsible for any damages to the building.
6. Permits are non-transferable. Violations of these rules and regulations and/or permit conditions may result in loss of current and future permits.
7. Permittees granted use of a Borough facility are responsible for the proper supervision of all attendees, participants and spectators.
8. Permittees granted use of a Borough facility will be held responsible for any personal injury or property damage. The permittee is responsible to leave the facility in the condition in which it was found.
9. 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.

10. 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