



TOWNSHIP OF LONG HILL

Facilities Use Request

Millington Schoolhouse

Renter Name: _____ Today's Date: _____

Address: _____ Town, State, Zip: _____

Phone: _____ Cell Phone: _____

Organization (if any): _____

Email address: _____

Meeting Room	Date(s)	Time Requested Inc. Set-up & Clean-up	Resident	Non-Resident	Resident Commercial	Non-Resident Commercial
			\$50/hr	\$100/hr	\$75/hr	\$150/hr

I, Renter, agree that I have read the "Millington Schoolhouse Rental Conditions of Agreement", and I agree to abide by such.

Signature: _____ Printed Name _____

Date: _____



Township of Long Hill
915 Valley Rd.
Gillette, NJ 07933

Millington Schoolhouse Rental Request

Organization/Renter: _____ Event Date: _____

Scheduled Hours: _____ # of people: _____

Describe
Event: _____

Room Set-Up Diagram (main meeting room)



Millington Schoolhouse

Rental Conditions of Agreement

1. All groups/individuals renting the facility (“Renter”) must designate a contact person who shall be responsible for implementing and overseeing that all rules and regulations of the facility are followed. This contact person must be at least 21 (twenty-one) years of age and must have the proper insurance as outlined below:

The person seeking the permit shall provide the Township with the appropriate insurance required for the event. Long Hill residents utilizing facilities or equipment for private functions must provide a copy of their Homeowner's Declaration page. Nonresidents and residents holding organized functions must have general liability insurance that covers the Township and names Long Hill Township as an Additional Insured with limits of \$1,000,000 combined single limit and an aggregate of \$2,000,000. A certificate of insurance, acceptable to the Township Administrator, must be filed with the Township prior to the use of Township facilities or equipment. In addition, the applicant shall hold the Township harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment or facility in question.

2. Renter assumes responsibility for all damage or loss of property caused by Renter or anyone attending the premises during the times the facility is rented. Building is to be cleaned at the conclusion of the event to the Township's (Long Hill Township) satisfaction. If necessary, the Renter's deposit may be retained by the Township to cover the cost of clean-up. In addition, the deposit may also be retained to cover all or partial costs of damage or loss associated with the rental.
3. Renter shall complete in its entirety and file a “Facility Use Request” application with the Township of Long Hill and provide any other information requested by the Township to be used in making the fair determination of whether or not a permit will be issued and/or a fee charged.
4. With submittal of Facility Use Agreement, Renter must provide deposit of \$100. If permit is not approved, deposit will be returned. If permit is approved, the Township will retain the \$100 deposit until after the event has completed and the Township determines all aspects of the Facility Use Agreement have been upheld. The Township shall have up to 30 days from the date of the event to return the deposit or portion thereof after making this determination.
5. Renter must complete Hold Harmless Agreement.
6. Renter shall allow a Representative from the Township to have access to the building at all times.
7. Renter shall only utilize the portion of the building contracted for. Lessee agrees to stay out of any and all areas locked or marked “Private”, “Employees Only”, “Off Limits”.
8. Renter will restrict attendance at function in accordance with Maximum Occupancy Certificate (attached).
9. Renter guarantees that if minors are involved in any activity at the facility that they are properly chaperoned.
10. Renter guarantees that all activities shall cease by time stated on permit and absolutely no later than 10pm.
11. There is no smoking in the building or on the premises.
12. No alcohol or other drugs/narcotics are allowed on the premises.
13. The Township and its representatives will not be responsible for articles (including catering equipment) lost, stolen or damaged during or after rental.
14. Renter guarantees that the Township's fixtures, equipment, supplies, and decorations will not be removed or altered without specific written permission.
15. Renter guarantees that no nails, screws, staples, tacks, tape, adhesives will be inserted into or

- applied to the building walls, woodwork, fixtures, or furniture.
16. In the event, the building rented should be partially or totally destroyed prior to the date of a rental contract, this agreement shall be null and void, and the Township shall not be responsible for any additional sums or damages as a consequence.
 17. The Township reserves the right to cancel any rental agreement when concerns for health and safety arise due to weather or other unplanned events. The Township will not be responsible for any additional sums or damages as a consequence.
 18. Use of candles, pyrotechnics, smoke machines and dry ice is strictly forbidden. No open flame is permitted.
 19. No animals or pets of any kind are permitted. The only exception to this rule is for service animals.
 20. No confetti of any type shall be used on the premises.
 21. Parking while renting the facility is permitted only in designated spaces in the parking lot and on the shoulder of Long Hill Road except where posted as not permitted.
 22. Renter shall not block any exits and shall maintain a path 6' wide in front of each exit.
 23. Rental agreements are not transferable.
 24. Storage of materials is not permitted.
 25. Renter must bag and remove all garbage generated from the rental of the facility.
 26. Renter must turn off all lights and lock up facility upon leaving.
 27. Renter must detail event facility is being utilized for. In the event that the Renter is bringing in outside entertainment, the Renter guarantees the entertainer/outside contractor is properly insured and understands the Renter will be held responsible for all actions of such.
 28. Renter agrees to clean and return all chairs and tables used to closet where stored. Cleaning supplies are located in janitor's closet in lobby and must be returned once finished.
 29. Utilities are the responsibility of the Township. The Renter agrees not to adjust heating/cooling thermostats of the facility beyond what is allowed.
 30. Any food brought into the facility will be the responsibility of the Renter to clean up. Reminder: No open flames are permitted, ie., Sterno cans, and all garbage must be removed from the premises at the end of the event.
 31. For rentals, the doors to be used are the door to the lobby and the rear side door.
 32. Once rental is approved, full payment for use of the facility is due a minimum one week (7 days) before date of event.
 33. On the last Town Hall business day before an event is to be held, a key to the building will be provided to the renter during regular Township business hours. This key must be returned to the Township on the next business day after the event during regular Township business hours. Renter will be assessed a \$100 fee for a lost key or failure to return the key as stipulated.

**MAXIMUM PERMITTED OCCUPANCY
OF THIS SPACE**

Main Meeting Room

**SHALL NOT EXCEED
PERSONS**

Standing
120

Chairs Only
109

Table and
Chairs

Building Total Occupancy

109

**THIS SIGN SHALL BE POSTED CONSPICUOUSLY NEAR THE MAIN
ENTRANCE IN ACCORDANCE WITH N.J.A.C. 5:27D-3, 1003.4
A NOTICE OF VIOLATION OR PENALTIES SHALL BE ASSESSED IF THE MAXIMUM PERMITTED
OCCUPANCY PER N.J.A.C. 5:27D-2.12(B)3. IS EXCEEDED**

Registration Number: _____
Business Name: Old Town Hall
Address: 1802 LONG HILL ROAD
Use Group: A-3
Life Hazard Use: _____
Edward Tenza, Fire Official _____
Edward Tenza, Fire Official _____
Thursday, October 22, 2015
Date _____

01-3-27D12,
rev 01/05/11

1 378110 - 2/78