

OFFICIAL USE ONLY			
Event Date: Key #:			
Deposit Paid: Fee Paid: Deposit Returned: Key Returned:			

# **COMMUNITY RECREATION CENTER USE APPLICATION**

Please complete this application in ink. Please print legibly or type.

Only fully completed applications will be considered.

\$50.00 cash deposit is required at the time of application. (Deposit is not required for non-profit organizations)

## **SECTION 1: Renter Information**

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Pleas	e indicate what type of	renter you are:		
	Stratford Resident			l residency (such as nt page of homeowner's
	Sterling District Reside	resident	•	
	Stratford Business	(\$1,000	Please provide Tax ID and Insurance (\$1,000,000.00 liability and Borough of Stradditional insured)	
	Non-Profit Organization	n Please j insurand	- , ,	) or nonprofit status and
	e provide two contacts RY CONTACT ( <i>Primary con</i> ame		erson requesting to rent th	e hall): Title
Addres	SS			
City			State	Zip
Home	Phone	Cell Phone	E-mail Address	
SECO	NDARY CONTACT (A secon	ndary contact must b	e provided for approval of	application):
Last Na	ame	First Name	Middle	Title
Home I	Phone	Cell Phone	E-mail Address	



# If Business or Non-Profit Organization - Organization Information: Organization/Business Name Address Zip City State Fax Telephone If Resident from Somerdale, Magnolia, Hi-Nella, or Laurel Springs - Stratford Sponsor Information: Title Middle First Name Last Name Address State Zip City Cell Phone E-mail Address Home Phone **SECTION 2: Event Information** Please indicate what type of use you are proposing: □ Private Party Exercise Program □ Other Meeting Social Club: Daytime or Evening Please describe your event in detail: Note: If your event will have any kind of game of chance, a gaming license must be obtained End Time Date of Event Start Time

Note: Due to other community organizations utilizing the facility or another function already scheduled, the date you request may not be available

Note: Evening events must end by 11:00 PM sharp. A minimal clean-up crew (five persons or less) may remain on site until 12:00AM. Please be considerate of our neighbors. No loitening in the parking lot.



## **SECTION 3: Fees and Requirements**

All rentals require a \$50.00 security deposit (with the exception of non-profit organizations).

All fees must be paid in cash

#### STRATFORD RESIDENTS

- Fees
  - Weekend events or events after 3:00 PM on weekdays \$250.00 for the first
     5 hours
  - Weekday events (except Thursday) between 10:00 AM 3:00 PM \$125.00 for 2 hours
  - Each additional hour \$50.00 per hour

#### Requirements

- o Proof of Stratford residency (current sewer or tax bill or driver's license)
- o Declaration page of homeowner's insurance

#### STERLING DISTRICT RESIDENTS

- Fees
  - Weekend events or events after 3:00 PM on weekdays \$250.00 for the first
     5 hours
  - Weekday events (except Thursday) between 10:00 AM 3:00 PM \$125.00 for 2 hours
  - o Each additional hour \$50.00 per hour

#### Requirements

- Declaration page of homeowner's insurance
- Stratford resident as a sponsor
- Sponsor must provide proof of Stratford residency (current sewer or tax bill or driver's license)

#### NON-PROFIT ORGANIZATION

- Fees
  - \$25.00 per usage for a max of 2 hours
  - Each additional hour \$10.00 per hour

#### Requirements

o Proof of 501c(3) or nonprofit status and insurance

### **BUSINESS/FOR-PROFIT ORGANIZATION**

- Fees
  - \$500.00 per rental for a max of 4 hours
  - Each additional hour \$50.00 per hour

### Requirements

- o Tax ID
- Certificate of Insurance with the Borough of Stratford as an additional insured) with the following specifications
  - Workers Compensation/Employers Liability Statutory \$500,000
  - General Liability \$1,000,000
  - Automotive Liability \$1,000,000
  - Umbrella Liability \$1,000,000/\$2,000,000



## **SECTION 4: Rental Agreement**

- The submission of this application does not guarantee use of the facility. All applications
  are reviewed on an individual basis. You will be contacted within fifteen (15) business
  days from the submission date of the application.
- If you have not heard within 15 business days, contact the Borough Hall at (856) 783-0600
- Upon approval of application, balance of payment must be paid in full in cash prior to the
  event

By signing below, I agree to obey all rules, regulations, and ordinances and to be responsible for the condition and maintenance of facility and proper behavior of guests. I will be totally and solely responsible for any damages done to the facility. I will be in attendance of the event for the duration of the event. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the Borough of Stratford, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Stratford, and against any and all claims, demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Borough of Stratford, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Stratford, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Applicant Name	Applicant Signature	Date  Date	
Stratford Sponsor Name	Stratford Sponsor Signature		
Approved	Not a	approved	
Borough of Stratford	Signature	Date	