

North Plainfield Senior Citizen/Community Center Standard Policy for Use of Center

The North Plainfield Senior Citizen/Community Center maintains meeting rooms that are available for public use by North Plainfield groups for non profit, educational, artistic, cultural or civic purposes which benefit the community of North Plainfield. Other similar groups may also be allowed to use the center for their purposes as deemed appropriate.

- 1) No alcohol, tobacco, drugs or weapons, or sale of such items is permitted.
- 2) Equipment and space must be left in good condition.
- 3) No equipment belonging to the center is to be removed.
- 4) All Borough ordinances and the Rules of the Police and Fire Depts. regarding public assemblies must be complied with at all times.
- 5) All activities held at the center must cease, all rooms used must be put back to their original state, and the Caretaker must be called to lock up by 11:00 pm.
- 6) For recurring events a written schedule (dates and times) must be provided to the Caretaker prior to first activity.
- 7) Use of the Center does not include set up or clean up.
- 8) In case of cancellation of the date the Caretaker shall be notified as soon as possible. During weather emergencies, if the NP School System is closed, the Community Center is closed and all events are automatically cancelled.
- 9) Parking is limited - car pooling is encouraged.
- 10) Those groups or organizations requesting usage must be predominately North Plainfield residents or provide a service to its residents.
- 11) Fundraisers are not permitted for private gain.
- 12) All requests must be reviewed by the Caretaker.
- 13) Maximum occupancy limits must be complied with as posted by the Fire Department.
- 14) Existing damaged or missing items are to be reported to the Caretaker prior to commencing use, and at the conclusion of use of the facility.
- 15) Groups using facility will be held liable for damage, missing items and excessive clean up, and may be assessed labor and material fees to cover the costs.
- 16) Failure to adhere to this policy may result in loss of use privileges.

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