

Jeannette Bowers Community Center
Rental Form

Designated Responsible Person

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Insurance Carrier – Supply copy of Insurance

(If you do not have insurance for this type of event, please sign and return the Hold Harmless Agreement on page 3.)

Date of Rental: _____

Hours: _____

I certify that the information set forth above is true to the best of my knowledge. I have read the Rules & Regulation of the JBCC and I agree to abide by them.

Signature of Designated Responsible Person

Date

| | CFO signature | Date |
|---|---------------|------|
| \$100.00 (non-refundable) Resident fee: \$200.00 (non refundable) Non-Resident fee | | |
| \$200.00 Deposit received: | | |
| Release of Deposit: | | |

Proof of Residency within North Hanover Township, if applicable:

\$200.00 deposit returned, if in person:

Signature of Designated Responsible Person

Date

Township Copy

RULES & REGULATIONS FOR JEANNETTE BOWERS COMMUNITY CENTER

USE OF THE SENIOR CITIZENS' OF THE BUILDING IS STRICTLY PROHIBITED

1. The Building is used by many organization s and must be maintained and cleaned after each use.
2. All children are to be under strict supervision.
3. All tables and chairs that are used are to be whipped clean and put back in the order in which they were found.
4. Floors are to be cleaned of all food, trash, and craft items.
5. All bathrooms are to be checked for excessive misuse. Toilets and urinals must be flushed, trash baskets emptied, and lights turned out.
6. Any spills from drinks, etc., are to be cleaned immediately.
7. Everything used in the kitchen must be wiped clean:
8. Vacuum, broom, and mop are located in the utility closet in the hallway.
9. All garbage is to be put in the trashcan and tied up no matter how small. If there is a large amount of trash and the building is being used the following day, please take your trash with you.
10. All recyclables are to be put in the recycle container. If there is a large amount of recyclables and the building is being used the following day, please take your trash with you.
11. Key must be returned to the Chief Financial Officer immediately after ruse of the building.
12. Failure to follow the above regulations may result in termination of privileges to use the building. In case of rental of the building. In case of rental of the building, you will lose your deposit, as well as any future use of the building.

Sign In: _____ Date: _____

Sign Out: _____ Date: _____

Name (Print): _____ Phone: _____

Organization: _____

The undersigned agrees to abide by the above rules and regulations and assumes responsibility for invited guests.

Signature: _____ Date: _____

NORTH HANOVER TOWNSHIP
41 Schoolhouse Road - Jacobstown, NJ 08562
HOLD HARMLESS AGREEMENT

DATE: _____

NAME: _____ PHONE: _____

ADDRESS: _____

REPRESENTED BY: _____ PHONE: _____

ADDRESS: _____

The applicant has furnished a Certificate of Insurance naming North Hanover Township as "also insured" as an additional incentive to participate in: _____

Name of Insurance Carrier: _____

Certificate Number: _____

Property Damage: _____

Public Liability _____

The applicant is: _____ Non-Profit Corporation
_____ Non-Profit Association
_____ Individual
_____ Profit Making Organization

HOLD HARMLESS INDEMNIFICATION: In consideration of participating in the activity named above, the applicant does hereby covenant and agree to save, defend and hold harmless the Township of North Hanover, its agents, servants and employees from any and all liabilities or costs arising out of the applicants participation in this event.

The applicant agrees to indemnify the Township from any legal costs, which might arise from such liability. And in the event the applicant's insurance carrier should fail to pay for such a defense, then the applicant shall reimburse the Township for any costs incurred by it for any person or organization acting on its behalf.

The undersigned is authorized to execute this Hold Harmless and Indemnification Agreement as the binding act of the applicant.

Printed Name

Signature

Date: _____

Applicant's Copy

RULES & REGULATIONS FOR JEANNETTE BOWERS COMMUNITY CENTER

USE OF THE SENIOR CITIZENS' OF THE BUILDING IS STRICTLY PROHIBITED

1. The Building is used by many organization s and must be maintained and cleaned after each use.
2. All children are to be under strict supervision.
3. All tables and chairs that are used are to be whipped clean and put back in the order in which they were found.
4. Floors are to be cleaned of all food, trash, and craft items.
5. All bathrooms are to be checked for excessive misuse. Toilets and urinals must be flushed, trash baskets emptied, and lights turned out.
6. Any spills from drinks, etc., are to be cleaned immediately.
7. Everything used in the kitchen must be wiped clean:
8. Vacuum, broom, and mop are located in the utility closet in the hallway.
9. All garbage is to be put in the trashcan and tied up no matter how small. If there is a large amount of trash and the building is being used the following day, please take your trash with you.
10. All recyclables are to be put in the recycle container. If there is a large amount of recyclables and the building is being used the following day, please take your trash with you.
11. Key must be returned to the Chief Financial Officer immediately after ruse of the building.
12. Failure to follow the above regulations may result in termination of privileges to use the building. In case of rental of the building. In case of rental of the building, you will lose your deposit, as well as any future use of the building.

Sign In: _____ Date: _____

Sign Out: _____ Date: _____

Name (Print): _____ Phone: _____

Organization: _____

The undersigned agrees to abide by the above rules and regulations and assumes responsibility for invited guests.

Signature: _____ Date: _____