

ORDINANCE #2023-1 BOROUGH OF CHESILHURST

**AN ORDINANCE PROVIDING GENERAL RULES AND REGULATIONS
FOR THE USE AND LEASE OF
THE CHESILHURST BOROUGH'S COMMUNITY CENTER**

WHEREAS, the Borough of Chesilhurst desires to make its Community Center available to the citizens of the Borough and general public; and

WHEREAS, the Borough's governing body and its Board of Recreation Commissioners, governing the provision of such services and its venues of recreation, must regulate and maintain standards, rules, and regulations pertaining to the access and costs associated with the Community Center's use;

Part I of the Administrative Legislation shall be amended to now include a Chapter 89, entitled "Community Center Rules and Regulations," which shall read as follows:

Chapter 89, Community Center Rules and Regulations

Purpose and Function

The purposes and functions of the community center will be to promote the general welfare of all the citizens of the city by providing health, recreation, educational and counseling facilities.

Jurisdiction and Oversight

- A. Community Center shall be approved by the governing body of the Borough with due consideration of annual recommendations made by the Borough's Board of Recreation Commissioners.
- B. Fee schedules shall be set by the governing body at chosen intervals, with due consideration of the cost of living, maintenance, communal needs, and review of use.

Requesting and reserving use of the Community Center

Reservations for the use of the Community Center shall be made in writing via use of the governing body approved Rental Request Application Form ("the application") as provided for such purpose. In addition, the renter must execute the application and acknowledge that they (the renter) have received, read, and agree to abide by the terms and conditions set forth in the application, Center rules and regulations, and policies and procedures.

General Community Center Guidelines

- A. Staff assigned to the Borough Community Center shall not permit individuals into the reserved facility until the renter is present. Individuals will not be permitted into the facility before the specific event start time.

- B. Taping, tacking, nailing, or otherwise affixing decorations to the walls and ceilings of the Center is prohibited. In addition, glitter, rice, birdseed or other similar items are not permitted to be thrown in or around the Center.
- C. Smoking or use of any tobacco products in the Center or anywhere on the property is prohibited.
- D. Community Center equipment, supplies or materials shall not be removed.
- E. No organization may store equipment or other property at the Center.
- F. Animals and/or pets are prohibited from the Center and surrounding property.
- G. The sale of food or alcoholic beverages is prohibited.
- H. Open flame candles are prohibited inside the Center. Smoke or bubble machines are also prohibited.
- I. Security personnel must be present, from beginning to end, during dances, cabarets or similar-type events where dancing occurs. If off-duty Borough police officers are used, renter will pay the borough, at least 14 days prior to event, \$75 per hour, per officer.
- J. Lewd, lascivious, and illegal activities including but not limited to exotic dancing, strip tease, wet t-shirt contests, lingerie parties, gambling, etc. are prohibited. Any violation will result in the immediate closure of the event and prosecution to the full extent of the law.
- K. Any damage to the Center property shall be prosecuted to the fullest extent of the law.
- L. The Mayor and Borough Council shall have the right to modify, amend, or change any and all rules set forth in this policy and procedures document.
- M. The Borough of Chesilhurst shall have the authority to make administrative determinations or suggestions on a case-by-case basis, including canceling any event without liability or recourse.

Fees.

- A. Reservations are not final until all fees have been paid in full and all required permits, licenses and other required documents have been submitted. Borough staff will notify the applicant if the reservation is incomplete and has not been finalized.
- B. All reservations shall be set for a minimum of five (5) hours.
- C. Set reservation costs shall not include kitchen use, which shall be scheduled as a separate fee.
- D. Set cleaning and security fees shall be scheduled as a separate fee.

- E. The Borough's fee schedule shall provide for unique rates amongst party times with lawful consideration of in-Borough residency, in-Borough business locales, and non-profit status.
- F. Reservations shall be unavailable to those individual parties and organizations with unpaid use fees, enforcement fees, or fines.

Fee waivers.

- A. Non-Profit, Community based organizations may appeal for exemption from certain fees under those policies that are approved by the Mayor and Borough Council. Such organizations include but are not limited to churches, non-profit organizations, and charities. A qualifying organization may receive no more than two cost exemptions during a calendar year.
- B. All organizations must provide proof of insurance as stated in these policies and procedures.

Insurance requirements.

- A. It is the responsibility of the renter to secure acceptable insurance coverage for his/her event. The renter shall provide and maintain general liability insurance in an amount not less than \$1,500,000. The Borough of Chesilhurst must be named as an additional insured.
- B. If alcoholic beverages are served, then liquor liability in an amount not less than \$2,000,000 will be required. The Borough of Chesilhurst must be named as an additional insured.
- C. The renter must provide a copy of the certificate of insurance naming the borough as an additional insured. Use of the Community Center, will be denied if satisfactory proof of the required insurance is not received at least 14 days prior to the event.

Licenses.

- A. The renter is required to obtain all required licenses. Use of the Community Center will be denied if satisfactory proof of licensure has not been received at least 14 days prior to the event.
- B. All caterers must be appropriately licensed.

Community Center maintenance.

- A. General cleanup of the inside and outside of the property is the renter's responsibility. The renter shall make sure all food, rental equipment, gifts, decorations, and trash are removed from the Community Center at the end of the event.
- B. Center staff will conduct a pre-event walkthrough with the renter. At this time Renter must note anything broken or in need of repair.
- C. All trash must be placed in designated trash receptacles.

- D. At the end of an event the renter must contact the Borough Police Department's non-emergency phone number.
- E. Center staff will conduct a post-event walkthrough with the renter. Failure to utilize the Center according to all policies, procedures, rules, and regulations determined by the Borough of Chesilhurst will result in forfeiture of all or part of the security deposit.
- F. Any and all damages to the property shall be the responsibility of the renter.

Security requirements.

- A. Security personnel may be required for any affair, function, activity or event starting on or after 7:00 p.m. Security personnel may consist of either off-duty Borough Police personnel or recognized licensed private security. It is required that there be at least four security personnel for use of the whole hall and at least two security personnel for use of half the hall.
- B. If the applicant intends to supply private security, then applicant shall provide the borough approved, licensed and bonded security personnel at applicant's expense. At least 14 days prior to the event, applicant shall submit security arrangements to the Borough Administrator for review and approval. The Borough Administrator may require that an appropriate security presence be available before commencement of the function, as well as at the conclusion of same.
- C. The requirement for security shall be determined and scheduled by the Business Administrator in consultation with the Police Department's ranking officer. For standard rentals, security is required from one hour prior to the arrival of the guests and until all of the attendees and all of the outside vendors have left the property and the Community Center has been closed.
- D. Security personnel shall be present throughout all affairs, functions, activities, or events when alcohol is being served or otherwise provided or allowed in or on the facility grounds. Applicant is responsible for complying with all laws concerning the possession and consumption of same.
- E. The security personnel act as independent contractors. However the security personnel are required to remain on site until the facilities are vacated and closed.
- F. It is recommended that whenever there is an affair, function, activity or event in question as to the type and purpose of the rental of the Center, that the ranking police officer be consulted during the decision making-process. Also, notice in advance will be given to the Police Department that all officers who are on duty during the time of the affair, function, activity or event will periodically conduct police checks inside the Center while the affair, function, activity or event is in progress. During the entire affair, function, activity or event at the Center, the officers on duty will make entries in their patrol logs as to when the officers conducted police checks of the Center.
- G. No firearms or weapons of any type shall be permitted at any affair, function, activity or event and are prohibited from the Community Center and borough property.

- H. Borough staff have a right to enter and inspect all events while they are taking place.

Liquor requirements.

- A. The unauthorized sale of alcohol is prohibited.
- B. The renter is responsible for ensuring compliance with all state, county, and municipal statutes, regulations, codes, ordinances and laws. This includes obtaining any and all applicable permits and licenses and paying any fees and costs related thereto.
- C. Serving alcoholic beverages to minors is strictly prohibited. The renter's failure to comply, monitor, and enforce this law is grounds for terminating the event and forfeiture of all deposits and fees. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed by a minor on borough property shall be the sole responsibility of the applicant.
- E. Alcohol may be consumed only in the room(s) reserved for such use as set forth in the Rental Request Application Form. Alcohol is specifically prohibited in the lobby area or outside the Community Center.
- F. Security personnel will be monitoring the event and shall have the authority to suspend the serving of alcohol and/or close the event. If it is necessary to contact the police department for any disturbances caused by the renter, clients, or guests, then the renter shall be liable for all police and any additional charges or costs incurred by the borough.
- G. If alcohol is served, additional liquor liability insurance must be obtained and proof thereof must be provided, in addition to ABC permit, to the borough at least 14 days before the date of the event.

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed on first reading a regular meeting of the Borough Council of the Borough of Chesilhurst, 201 Grant Avenue, Chesilhurst, in the County of Camden, State of New Jersey, held on the 2nd day of February, 2023 and will be considered for second reading and final passage at the regular meeting of said Governing Body to be held on the 2nd day of March, 2023 at 7:00 p.m. or as soon thereafter as this matter can be reached, at the meeting room of the Borough Hall. All persons interested shall be given an opportunity to be heard concerning this ordinance.

Prior to second reading, a copy of this Ordinance shall be posted in the Borough Hall and copies shall be made available at the Borough Clerk's office at Borough Hall to members of the general public who may request such copies.

Gloria D. Rose
Borough Clerk

Dated: February 6, 2023

First Reading: February 2, 2023

Second Reading: March 2, 2023

Adopted: March 2, 2023

Attest: _____
Borough Clerk