



## USE OF FACILITIES REQUEST FORM

All requests must be submitted thirty days prior to event. Please read all pages carefully.

Name of Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Accompanying Cert. of Insurance Policy Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time of: *Set-up:* \_\_\_\_\_AM/PM *Event Start:* \_\_\_\_\_AM/PM *Event End (including clean-up):* \_\_\_\_\_AM/PM

Room(s) Requested: Entire Building Gym Multipurpose Room Wrestling Room Kitchen/Concession Reading Room Craft Room

**ACTIVITY/PURPOSE. EXPLAIN IN DETAIL (i.e. ages of children, activity, etc.). Attach additional pages if needed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event will serve youth residing in: Phillipsburg Alpha Lopat Pohat Greenwich Warren County Lehigh Valley

Will there be an admission charged?  YES  NO If yes, fee: \$\_\_\_\_\_ Expected attendance: \_\_\_\_\_

Applicant: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Supervision Procedure: \_\_\_\_\_

\_\_\_\_\_

Youth Center Equipment Requested: \_\_\_\_\_

**\*Organizer is responsible for all clean-up to "as found" status.**

### CERTIFICATION

By signing below, I/we willingly agree to comply with the policies, terms and rules put in place by the Joseph Firth Youth Center (FYC). I/We release and agree to indemnify and hold harmless the FYC, employees, officers, officials, and/or other participants from any and all liability incidents or participation, even if arising from the negligence of the releasees, to the fullest extent permitted by law. I/We understand the requirements for liability and property damage insurance coverage as stipulated in the Use of FYC Policy, as approved and issued by its Board of Directors. I/We hereby agree to submit a certificate of insurance conforming to said stipulations at least five (5) working days prior to the event date. I/we understand that photographs and/or videos may be taken and used for promotional and marketing of FYC programs. I have the right to refuse photographs and will attach a letter with such instructions.

Upon signing this Agreement and forever thereafter, I agree that if participants of my program or myself engage in any activity or are present on the premises, I/they do so at their own risk and assume the risk of any and all injury, illness, and/or damage I or participants might sustain. Assumption of risk includes, but is not limited to, use of any equipment and participation in activities on premises. By signing, participants are voluntarily participating in any activities and assume all risk, known and unknown, associated with using the facilities, equipment and premises including, without limitation, any loss or theft of any personal property. I agree on behalf of myself and participants of my program to forever release and discharge FYC Directors, employees, agents, representatives, affiliates, successors, and assigns from any and all claims or causes of action (known or unknown) arising out of the negligence of FYC, whether active or passive, or that of any of its affiliates, employees, agents, representatives, successors, and assigns. This waiver and release of liability includes, without limitation, any injuries or illness which may occur. By executing this Agreement, I hereby agree to indemnify and hold harmless FYC from any loss, liability, damage, or cost FYC may incur due to me or my program participants' presence at the facility. I further expressly agree that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the law of the state in which this agreement is entered into, and that if any portion of this agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release is not intended as an attempted release of claims of gross negligence or intentional acts.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
Date COI Received

\_\_\_\_\_  
Date Approved by Board

\_\_\_\_\_  
Signature of Executive Director

## POLICIES

The Joseph Firth Youth Center exists for the primary purpose of offering facilities for youth recreational programs. Special or private use may be secured by submitting the Use of Facilities Form for approval. Any use deemed by Director not to be a routine and/or appropriate activity will be referred to the Board of Directors for consideration at its next scheduled meeting.

### A. All Center activities will be given preference.

The Board of Directors reserves the right to deny the use of the FYC for any reason or for no reason. They further reserve the right to waive fees. Equipment may be made available without charge to members who will be required to establish responsibility for loss or damage of equipment loaned.

FEE SCHEDULE		
Area	Member Hourly Rate	Non-Member Hourly Rate
Meeting, Wrestling, or Multipurpose Room	\$20	\$40
Gym without Lockers	\$30	\$60
Staffing costs will be added during non-program hours. Fee Schedule is only for the hours the Center is open and staffed for its programs. Other days and times will be subject to an additional fee to cover the cost of paid staff time and any additional facility overhead.		
3-Hour Private Events (Up to 45 People)		
Member= \$225	Non-Member= \$390	

### B. Certificate of Insurance Requirement

The agency or requestor must furnish a Certificate of Insurance naming the "Joseph Firth Youth Center, 108 Fleming Drive, Phillipsburg, NJ 08865" as **additionally insured** and listing the exact nature of the activity. There are no exceptions to this requirement. The Center will not be liable for any injuries incurred during a group activity for any lost or stolen articles. Sufficient insurance must be carried to hold the Joseph Firth Youth Center and Board of Directors free and without harm from any loss, damage, liability, and expense that might arise or be caused by an organization's use of the facility. ***Should the applicant be engaging other agencies, businesses, or consultants for the requested Use of Facility, those third parties must also provide a Certificate of Insurance meeting the above requirements and complete a Use of Facility Form.***

**Coverage Minimum:** Public liability must be concurrent with Board coverage (\$1,000,000 plus \$50,000 Property Damage)

### C. Clearances

FYC reserves the right to require proof of a cleared Criminal History and/or Child Abuse Clearance for volunteers. Such clearances must be received prior to serving in any capacity.

### D. Procedure for requesting use of the Center.

1. Contact the Director to determine if the FYC is available on the date(s)/time(s) requested. Requests must be submitted at least thirty (30) days before events.
2. Discuss with the Director your specific needs and exactly what you plan to do. State clearly all areas of the FYC that you wish to use, noting any equipment you plan to utilize.
3. Complete and submit Use of Facilities form with the appropriate Certificate of Insurance.
4. The completed request form will be brought before the Board of Directors for consideration at its next regular meeting.
5. A copy of the approved or denied request will be forwarded to the requestor via e-mail. Only approved requests will be scheduled; a 50% non-refundable deposit is due to secure the date(s). The balance is due 5 days prior to the event.

### E. Conduct of Guests

1. The organization and/or the person signing the form and granted use assumes all responsibility for the conduct of its participants and for providing adequate supervision.
2. Drug/alcohol usage and profanity are prohibited actions. Smoking/vaping is prohibited on Center property.
3. Parking is limited to the parking lot and street parking (not on the grass).
4. Food, beverages, or other products are not to be sold without prior approval of the Director.
5. Decorating of the building is prohibited unless special permission is granted by the Director.
6. Nothing is to be stored on the premises without specific permission.
7. The Center will not be responsible for anything left on the premises by individuals or organizations.
8. Violations of FYC Policies will be evicted (without reimbursement) and subject to prosecution.
9. Violations of FYC Policies may result in the denial of your request to use the FYC for future events.

### F. Custodial Fees

If the Director, determines that maintenance personnel are necessary, he/she shall schedule and invoice the requestor accordingly.

### G. Security

All determinations as to the necessity for security and the amount of security will be made by the Director.

Security costs will be charged the user at the rate per hour for a Center employee or the fee for a contracted provider.