

Incorporated 1913
Borough of Franklin
46 Main Street
Franklin, NJ 07416

(973) 827-9280

Fax: (973) 827-9279

APPLICATION FOR USE OF MUNICIPAL BUILDING OR PROPERTY

Complete this form and return to: Borough Clerk, Franklin Borough Municipal Building, 46 Main Street, Franklin, N.J. 07416

1.) Purpose of Request: _____ Meeting(s) _____ Private Party _____ Other:
Explain: _____

2.) Building or Property Requested: _____ Municipal Building _____ Senior Center

3.) Date(s)/Time(s) Requested:

Date(s): _____

Times(s): _____

4.) The maximum number of people estimated to attend is: _____

(Please note there is a maximum capability for the Senior Center with tables and chairs is 90.)

Fees are as follows (per Chapter 119 of the Municipal Code Book)

Activity room:

Daily Rate:

Per hour \$10

Flat rate for 8 hours \$75

Month Rate:

Per hour \$4

Flat rate per month \$600

HOLD HARMLESS AGREEMENT

Name of Group/Association **Date(s) of Visit(s)**
The undersigned _____m as an authorized representative of _____("Entity")
Print Name **Name of Group/Association**

in consideration for being permitted to utilize the facilities and/or participate in activities on Borough of Franklin Property on the date(s) above, **HEREBY WAIVES, INDIVIDUALLY AND ON BEHALF OF THE ENTITY, ALL LEGAL RIGHTS AND CLAIMS THAT EITHER MAY HAVE** against Borough, its agents, officers, employees and volunteers, in the event of **BODILY INJURY OR DEATH** which may result in connection with the Entity's participation on Borough Property. The undersigned **FURTHER AGREES, INDIVIDUALLY AND ON BEHALF OF THE ENTITY, TO HOLD THE BOROUGH, ITS AGENTS, OFFICERS, EMPLOYEES AND VOLUNTEERS HARMLESS FOR ANY SUCH INJURY OR ACCIDENT AND TO DEFEND AND INDEMNIFY THE BOROUGH, ITS AGENTS, OFFICERS, EMPLOYEES AND VOLUNTEERS FOR ALL CLAIMS ARISING OUT OF ANY INCIDENT, ACCIDENT, INJURY OR DEATH RELATED TO THE USE OF ANY FACILITY OR ACTIVITY ON BOROUGH PROPERTY.**

In order for any group to use, visit or participate in activities on Borough of Franklin Property, a Certificate of Liability Insurance in an amount of One Million Dollars (\$1,000,000.00) in the naming **The Borough of Franklin** as an additional insured must be provided prior to the issuance of any permit to use a facility.

“The Borough of Franklin, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are named as an additional insured, on a primary and non-contributory basis, regarding _____.”

ACKNOWLEDGEMENT OF WAIVER OF IMPORTANT LEGAL RIGHTS: I have read the foregoing and understand that by signing below, I am waiving important legal rights on behalf of myself and the above named Entity which I am authorized to represent.

I CERTIFY THAT I HAVE READ THE FOREGOING AND ANY REPRESENTATION MADE HEREIN IS TRUE, COMPLETE, AND NOT THE RESULT OF COERSION.

Name of Representative (Print): _____

Representative's Position/Title: _____

Date: _____

Representative's Signature: _____

REQUIREMENTS

1. The applicant agrees to assume responsibility for setting up of any seating arrangement other than those that presently exist, and if changes, to restore seating to the original arrangements.
2. The applicant agrees to reasonably clean the premises after usage, leaving rooms or area in the same state of cleanliness that existed prior to usage.
3. The applicant agrees to pay for, or to assume financial responsibility for any damages to the Borough of Franklin premises utilized during the period of usage by the organization the applicant represents (excluding indemnification for damages caused by Borough's negligence.)
4. The applicant agrees that no alcoholic beverages or controlled dangerous substances of any kind will be served or consumed during the period of usage.
5. The applicant agrees that food or non-alcoholic beverages may only be consumed in area designated by the Borough of Franklin Custodian.
6. The applicant agrees that this permission may be canceled by the Borough of Franklin prior to the time of the approved use if the premises are needed for an emergency use by another Municipal Body (Municipal Court, Police, Governing Body, etc.)
7. The premises are not to be used to gain profit nor will fees of admission be charged, nor will unauthorized raffles be held.

Note: Political subdivisions (does not include Political parties) and borough sponsored organizations established by Ordinance or Resolution are exempt from submission of application(s).

Approved: _____

Borough Clerk

Date of Approval: _____