



**2024 APPLICATION FOR USE OF TICE SENIOR CENTER**

*Borough of Woodcliff Lake, 188 Pascack Road, Woodcliff Lake, NJ 07677  
(201) 391-4977 Ext. 219 Email: [parkandrec@wclnj.com](mailto:parkandrec@wclnj.com)*

Event will not be confirmed until all documentation and 50% deposit received. Events can't be booked more than 60 days in advance, and must be booked no later than 2 weeks prior to event date. Boro organizations are limited to one booking per calendar month. Facility rental open to residents and/or boro organizations only.

**Full payment must be made at least 7 days before event**

Organization/Family Name: \_\_\_\_\_

Representative/Individual: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone : \_\_\_\_\_

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

Purpose or Use of Facility: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_ Date to be used: \_\_\_\_\_

Times: Fees are based on the time your even set-up begins until clean-up is completed

Set-Up Time: \_\_\_\_\_ Event start: \_\_\_\_\_ Event End: \_\_\_\_\_ End Time: \_\_\_\_\_

Will admission be charged?: Y or N If yes, what are the proceeds being used for?: \_\_\_\_\_

Will you be conducting any form of Raffle/ Door Prizes/Games of chance? \_\_\_\_\_

Will you have any special equipment/entertainment? If yes, what? \_\_\_\_\_

Other responsible party in attendance: Name. \_\_\_\_\_

Phone: \_\_\_\_\_

**I have read and agree to all of the requirements as stated in the policies and procedures for use of the Tice Center on the reverse side of this application. I understand that as the person signing the form, I am responsible for the clean-up and for any damages to the facility.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**I hereby acknowledge that alcoholic beverages will not be served or consumed during this event.**

Signed: \_\_\_\_\_ Dated \_\_\_\_\_

**For Office Use Only:**

**Cert Of Insurance:** \_\_\_\_\_ **Use Fee \$** \_\_\_\_\_

**Event Insurance:** \_\_\_\_\_ **Set-Up \$** \_\_\_\_\_

**Hold Harmless & D.L:** \_\_\_\_\_ **Clean-Up \$** \_\_\_\_\_

**Games of Chance:** \_\_\_\_\_ **Total \$** \_\_\_\_\_ **Rec'd:** \_\_\_\_\_

**Security Deposit: \$** \_\_\_\_\_ **Deposit Ret'd:** \_\_\_\_\_

Application Approved By: Recreation Director: \_\_\_\_\_ Dated: \_\_\_\_\_

(F.P.B if applicable). Fire Prevention Bureau: \_\_\_\_\_ Dated: \_\_\_\_\_

\*Wi-Fi is available in the Tice Senior Center

**PERMIT #** \_\_\_\_\_

### Policies, Procedures and Fees for Use of Tice Senior Center

The Borough of Woodcliff Lake's Tice Senior Center is available for borough residents and Woodcliff Lake Organizations. Please read the following carefully to understand the requirements of using the Tice Senior Center. To view the facility or to check the availability of a date, contact the Recreation Department. Events will not be confirmed until all documents and fees have been submitted.

• **YOU ARE RESPONSIBLE** for the following unless arrangements have been made with the Recreation Director:

- Setting up and taking down of all tables and chairs, etc. and properly replacing them in the closet. (Round tables are 5', Oblong tables are 8' long)
- Sweeping and mopping all areas used including the restrooms as necessary.
- Removal of all trash & recyclables to the appropriate containers in the parking lot.
- Fire Exit doors must not be blocked at any time under any circumstances.
- The thermostats located throughout the facility are not to be adjusted.
- All lights should be turned off before leaving the facility.
- All windows and doors must be closed and locked.
- All garbage must be taken out and with renter prior to leaving facility.
- The Community Center is a smoke free facility.
- **PLEASE INITIAL to verify that you have read and understand your responsibilities.** \_\_\_\_\_
  
- **A Certificate of Insurance** is required from organizations and Residents naming the Borough of Woodcliff Lake as additional insured and listing the Borough of Woodcliff Lake, 188 Pascack Road, Woodcliff Lake N.J as the certificate holder. The policy must have the following limits: \$1,000,000.00 for General Liability and \$1,000,000.00 for Each Occurrence.
  
- **A Hold Harmless Agreement** must be completed with a copy of the applicant's driver's license.
  
- **PERMITS:** Subject to cancellation if the event is pre-empted by a Borough / Recreation Department event.
  
- **DAMAGES:** You will be held financially responsible for any damage to the facility and / or the equipment and / or for any clean-up required by Borough staff as a result of your use of the facility. PLEASE INITIAL \_\_\_\_\_
  
- **ACCESS** – Per boro policy.
  
- **MISC-** All fire codes and regulations must be adhered to. No more than the following will be permitted in the main event room. Legal occupancy load must be observed, as stated below.
  - **No more than 500 people allowed in standing room only function.**
  - **No more than 300 people allowed in a seated only function.**
  - **No more than 200 people allowed in a tables & chairs function.**

- **If dj's or other form of entertainment will be part of your function, and will be using special effects, under no circumstances may smoke machines or other devices that will confuse or disorient the audience/guests may be utilized.**
- **All doors and points of ingress/egress must be unlocked and clear of any obstructions while the event is taking place. Signor responsible for securing and locking doors before leaving the building.**

**FEES:** Checks are payable to: Borough of Woodcliff Lake.

Half payment is due when the event is confirmed. Full payment is due 7 days prior to event.

Rental is limited to borough organizations/residents no more than once a month

Resident Organization Meetings: \$50.00 per hour

Residents: \$60.00 per hour

Clean-Up Fee: \$200.00

Security Deposit: \$200.00

BOROUGH OF WOODCLIFF LAKE  
HOLD HARMLESS AGREEMENT

BETWEEN THE BOROUGH OF WOODCLIFF LAKE AND \_\_\_\_\_  
(Organization or Group)

WITNESSETH: 1. In consideration of permission to use the Borough of Woodcliff Lake facility described below on (give all dates) \_\_\_\_\_ in the year 20\_\_\_\_ and/or 20 \_\_\_\_\_. The applicant does hereby covenant and agree to save and hold the Borough of Woodcliff Lake, its agents, servants, and employees harmless from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons.

2. Applicant has furnished the Certificate of Insurance naming the Borough of Woodcliff Lake as an additional insured. This document to be as an additional inducement to the permission for use of premises. A true copy to be attached to the application. Fax copies not acceptable. Subject to review by Borough Administrator.

3. The facility will be used for the following purpose and no other:

4. Number of persons expected to attend

5. Alcoholic beverages will not be served at the event.

6. The applicant is a: Non-profit corporation Non-profit association A For-Profit organization An individual If applicant is an association or corporation the undersigned certifies that the executing of the Hold Harmless Agreement has been duly authorized.

7. The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described and the permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, this Hold Harmless Agreement shall be applicable to any claim asserted against the Municipality or any loss incurred arising out of the applicant's activity whether or not same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

8. The applicant acknowledges and agrees to voluntarily assume all risks that the Applicant, the other participants, and our other family member(s) may be exposed to or infected by COVID-19 by attending or participating in any Borough Recreation Program or use of Borough fields; and that such exposure or infection may result in personal injury, illness, permanent disability, and death. The applicant understands that the risk of becoming exposed to or infected by COVID-19 through the use of a Borough Recreation Program or use of Borough fields which may result from the actions, omissions or negligence of myself and others, including, but not limited to the Borough's officials, officers, employees, and volunteers; and other participants/attendees of the program and their families.

9. The applicant shall assume sole responsibility for adhering to N.J. Department of Health Guidelines as specified on its website at: [https://nj.gov/health/cd/documents/topics/NCOV/COVID\\_GuidanceForSportsActivities.pdf](https://nj.gov/health/cd/documents/topics/NCOV/COVID_GuidanceForSportsActivities.pdf) (a copy of these guidelines also located on the Recreation Department website and incorporated herein). **The applicant will ensure that all facilities are cleaned in accordance with the guidelines set forth herein before and after each use of the facilities.**

10.. The applicant specifically agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of Woodcliff Lake for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it for any person or organization acting on its behalf.

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

12. A copy of applicants Driver's License is required.

**APPLICANT PORTION BELOW:**

SIGNED \_\_\_\_\_

POSITION \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_