

ASBURY PARK HOUSING AUTHORITY ADMINISTRATION OFFICE

1000 ½ THIRD AVENUE ASBURY PARK, NJ 07712 (732) 774-2660

COMMUNITY ROOM RENTAL REQUEST

1. Rental requests will be considered based on type of function and facility availability.
2. Community Room will be reserved upon receipt of completed Community Room Request Form, Rental Fee and Security Deposit. Security Deposit and Rental Fee must be made by money order or PayPal (no cash). One money order is acceptable.
3. Information provided on this form may not be altered without prior approval through the Administrative Office. Requests for changes (i.e. day/time of event, increase/decrease in number of guests; etc.) must be made in writing and received at least three (3) weeks prior to the scheduled function.
4. Drugs, gambling, smoking flames, fire grills & flammable material are not allowed. No illegal activity.
5. It is understood that the below noted applicant will be in attendance at the scheduled event and is fully responsible for the behaviors/actions of visitors to the facility.
6. The Asbury Park Housing Authority is not responsible for loss or damages resulting in activities related to event hosted by an individual or organization at a community facility. The Asbury Park Housing Authority reserves the right to require a Certificate of Insurance naming the Asbury Park Housing Authority as certificate holder and additional insured.

I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH THE REGULATIONS STATED ABOVE AND THE FACILITY USE REGULATIONS.

APPLICANT'S SIGNATURE (at least 18 years old) DATE

I. APPLICANT

APPLICANT NAME (Please Print): _____ (D.O.B) _____

ORGANIZATION (If Applicable): _____

HOME ADDRESS: _____

HOME PHONE: (____) _____

CELL PHONE: (____) _____

E-MAIL: _____

DAY PHONE: (____) _____

COPY OF VALID ID REQUIRED *Office can make copy*

II. EVENT SPECIFICS

TYPE OF FUNCTION: _____

DATE: _____

TIME OF SET UP: _____

DAY: MN ☐ TU ☐ WD ☐ TH ☐ **FR** ☐ **ST** ☐ SN ☐

TIME OF EVENT-START/END: _____ / _____

CLEAN UP COMPLETE: _____

Community room use is limited to a total of 6 hours from the start of event to completion of clean up (set up and clean up time is included in 6 hours). Music must be turned off for the last hour of the event while clean up takes place.

TOTAL NUMBER OF PARTICIPANTS: _____ RESIDENTS: _____ NON-RESIDENTS: _____

NUMBER OF PARTICIPANTS BETWEEN THE AGES OF 12 – 17: _____

NUMBER OF TABLES NEEDED: _____ NUMBER OF CHAIRS NEEDED: _____

III. FACILITY REQUESTED (CIRCLE APPROPRIATE FACILITY)

COMMUNITY ROOMS:

ASBURY PARK VILLAGE ☐

ROBINSON TOWERS ☐

LUMLEY HOMES ☐

WASHINGTON VILLAGE ☐

Facility will be reserved upon receipt of completed Community Room Request Form, Security Deposit and Rental Fee.

Rental Fee (\$100) and Security Deposit (\$25) must be made by money order (no cash). One money order is acceptable. Please submit a blank money order. Payment accepted via PayPal also.

ASBURY PARK HOUSING AUTHORITY
HOLD HARMLESS AGREEMENT

FACILITY USER: _____

TYPE OF USE: _____

LOCATION: _____

DATE(S) OF USE: _____

The facility user agrees that it shall indemnify the Asbury Park Housing Authority and hold harmless the Asbury Park Housing Authority against any and all fines, suits, claims, demands, expenses, actions, deaths, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid suffered or incurred as a result of the acts, activities, or omissions of the facility user, its agents, servants or employees, due to the use of the facility. It is further agreed that the facility user shall, in addition to holding the Asbury Park Housing Authority harmless for any and all liability damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend the Asbury Park Housing Authority at facility users' expense against any and all claims, suits, demands or whatsoever nature or kind.

Staff Member: _____

Signature: _____

Date: _____

Facility User (Print)

Signature

Address

City, State, Zip

Contact Number

FACILITY USE REGULATIONS

1. The Asbury Park Housing Authority is not responsible for loss or damages resulting in activities related to event hosted by an individual or organization at a community facility. The Asbury Park Housing Authority reserves the right to require a Certificate of Insurance naming the Asbury Park Housing Authority as certificate holder and additional insured.
2. **COMMUNITY ROOM SPECIFICS:**
Mandated closing hours are Friday and Saturday, 12:00 midnight; Sunday through Thursday, 11:00 p.m. although facility must be cleaned and vacated by the time provided on the front of the form when the reservation was accepted.
3. **RENTAL REFUND:** Request for refund must be submitted in writing at least 3 weeks prior to the scheduled event in order to be considered. Granted refunds will be assessed a \$10.00 processing fee. Refunds may take 2 – 4 weeks for processing through the Finance Department and compliance with the monthly board meeting. Refund check will be made payable to the applicant.
4. **SECURITY DEPOSIT:** A security deposit in the amount of \$25.00 for Community Rooms shall be left upon submitting application. All security deposits will be collected in money order only. And via PayPal.
5. **STAFF MEMBER:**
 - A. A Staff Member may check-in with event hosts during the renter's use of the Community Rooms.
 - B. The role of the Staff Member is to assure that the property of the Asbury Park Housing Authority is not abused and that the facility is left in appropriate condition following the scheduled function. If regulations are ignored or if behaviors inappropriate for a family oriented function prevail, the Staff Member is instructed to contact Police Headquarters which will result in the termination of the function and the loss of the security deposit.
 - C. The Staff Member will confirm that information as provided by the facility user is adhered to (ie. start/end time, number of guests, no alcohol on premises, etc.) Any deviation from the information provided at the time of the rental may result in loss of security deposit and/or termination of event.
6. **EXPECTED BEHAVIOR/USE:**
 - A. Family oriented functions are encouraged.
 - B. Room reservation authorizes use of room only (outdoor activities are not permitted unless specific arrangements are made).
 - C. It is understood that consideration and care will be given to facility during use.
 - D. Facility users are permitted to use tables and chairs in reserved room only. Equipment cannot be taken from other rooms.
 - E. Music should not be audible outside of the room that is rented.
 - F. Behaviors/actions deemed inappropriate will not be tolerated. Inappropriate behaviors/actions include, but are not limited to: exotic dancers, inappropriate films, and aggressive behavior.
 - G. The following items/practices present the potential for damage and are not permitted when using our rooms: confetti/glitter, thumb tacks, staples or nails, tape or other adhesives on the walls/doors; adhesives on the floor; items (signs/streamers/etc.) hung from the ceiling. "Sticky Tack" is permitted on the walls/doors although it must be removed completely at the conclusion of the event.
 - H. Smoke and/or bubble machines or any apparatus that may create an unsafe environment are not permitted. Animals are not permitted.
 - I. No use of the stove range in the kitchen area. Oven use is permitted.
7. **REGULATIONS FOR TEENAGE PARTIES:**
 - A. There shall be 1 adult chaperone per 10 teenage guests.
 - B. The event host must provide a list of invited guests. A chaperone, as designated by the event host, shall be responsible to permit only those individuals to the event who are included on the list. The number of guests shall not exceed the number of expected participants as noted on the front side of the form. *The above mentioned guest list, which is to include secured chaperones, is required to be left at the Administration Office when rental fee is paid.. The office will provide a copy of the list to be used at the function.*
 - C. Please refer to #7 above (Expected Behavior/Use)

8. ADDITIONAL INFORMATION:

- A. Guests are not permitted to mingle outdoors (except to smoke).
- B. Any disorderly conduct, vandalism or failure to comply with regulations will result in termination of the event and forfeiture of security deposit.

9. FACILITY CLEANING PROCEDURE: Facility must be left in appropriate condition for the next user.

- A. Mop, bucket & broom are provided by the Asbury Park Housing Authority for the cleaning of indoor facilities. Garbage bags, cleaning products (sponges, detergents) are the responsibility of the facility user.
- B. All tables, counters, appliances, restroom vanities & sinks must be wiped down.
- C. Floors are to be swept and spills must be mopped. Restroom floors must also be swept.
- D. Empty all garbage and recyclables into appropriate dumpster/container located in facility parking lot
 - 1. Users must supply their own 55-gallon trash can liners
 - 2. State of NJ mandates recycling. Groups not separating recyclables into containers provided may forfeit deposit and/or be fined.
- E. At the conclusion of the event, all items brought in by the facility user must be removed from the facility. Items left in the facility beyond the reserved date/time will become the property of the Asbury Park Housing Authority.
- F. All lights are to be turned off & doors shut.

10. SECURITY DEPOSIT RETURN:

- A. Security deposit will be refunded in full by the Asbury Park Housing Authority, if the facility is found to be left in a condition deemed satisfactory by the authority and the facility user complies with the established facility use guidelines. Security Deposit will be available for pick up on the Wednesday following the scheduled event. **If the facility is left in an unsatisfactory condition or if the renter fails to comply with our facility use guidelines, the Security Deposit will be forfeited.** If fees to restore facility to appropriate condition are in excess of security deposit, facility user will be charged accordingly.
- B. Inappropriate behaviors/actions will warrant the termination of the event and forfeit of the security deposit.
- C. If the Asbury Park Police are contacted for assistance for any reason during a scheduled event, the security deposit will be forfeited and the event may be terminated.

11. ANY DISCREPANCY IN REGARD TO RULES AND REGULATIONS MAY RESULT IN IMMEDIATE TERMINATION OF THE EVENT AND/OR FORFEITURE OF THE SECURITY DEPOSIT.

Asbury Park Housing Authority



@APHAAuthority

Scan. Pay. Go.

To pay via PayPal

- 1. Scan QR code or search name.
- 2. Input full amount of \$125.00.
- 3. Under Add note, enter the full name of the applicant on form.

***Please note paying via PayPal incurs PayPal's current fees. This fee will be deducted from the security deposit.**