



**BOROUGH OF**  
**NEW PROVIDENCE**  
**SETTLED IN 1720**

**John A. Thoms, Mayor**

**Wendi B. Barry, Borough Clerk**

**Douglas R. Marvin, Administrator**

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## **FACILITIES/FIELDS USAGE POLICY & FEE SCHEDULE**

### **I. USE OF BOROUGH FACILITIES/FIELDS**

The Borough of New Providence believes that Borough facilities (including buildings and fields) may be reserved for community purposes, provided that such use does not interfere with municipal operations. The Borough will permit the “scheduled” use of Borough facilities when permission has been requested in writing and has been approved by the Borough Administrator (hereby referred to as the “Administrator”). The Administrator reserves the right to withdraw permission after it has been granted.

In weighing competing requests for the use of its facilities, the Borough will give priority in the following order:

1. Uses by departments directly related to the municipal government
2. Uses by agencies/boards/committees directly related to the municipal government
3. New Providence Board of Education
4. Non-profit organizations that are based in New Providence
5. For-profit organizations that are based in New Providence
6. Other organizations

### **II. RULES FOR USE**

The Administrator shall develop procedures for the granting of permission to use Borough facilities and shall promulgate rules and regulations for such use in accordance with the following guidelines:

1. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by municipal rules (see Section III below).
2. Each user shall agree to indemnification in the event of lawsuit relating to the rental. The agreement of indemnification assures that each user’s insurance policy provides the primary coverage.
3. Users shall be financially liable for damage to the facilities and for proper chaperonage.
4. The use of Borough equipment in conjunction with the use of Borough facilities must be specifically requested in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of Borough equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

5. Borough parks and playgrounds shall be closed to visitation and use one-half hour after sunset. Participants found on these grounds after this time will be considered trespassers and dealt with accordingly. Exceptions to this rule are participants of a Borough-authorized evening activity.
6. Activity participants are to remain within the facility authorized for use and are not to loiter on the facility grounds and areas not a part of the facilities agreement.

### III. INSURANCE REQUIREMENTS

Upon receipt of rental contract and before the activity starts, the renter must submit a **"Certificate of Insurance"** providing for insurance coverage as described below. In addition, the "Borough of New Providence" must be named as "additionally insured" on the certificate.

The minimum insurance coverage necessary is as follows:

1. General Liability:

General Aggregate Limit:	\$3,000,000
Products & Completed Operations Aggregate:	\$3,000,000
Personal & Advertising Injury Limit:	\$1,000,000
Each Occurrence Limit:	\$1,000,000
Fire Damage Limit:	\$50,000
Medical Expense Limit:	\$5,000
2. Automobile Liability: \$1,000,000  
(if organization and/or contracted vendor has owned vehicles on Borough property)
3. Workers Compensation and Employers Liability  
(if organization and/or contracted vendor has paid employees on Borough site)

The Borough reserves the right to increase the above requirements as needed, based on type of rental.

### IV. DEFINITIONS OF RENTER CLASSES

#### 1. CLASS #1: NON-PROFIT ORGANIZATIONS BASED IN NEW PROVIDENCE

An organization is deemed Class #1 if:

- It is non-profit and supported by taxes, voluntary contributions or general membership fees, and
- It has Borough-wide representation, and
- Its base of operation is in New Providence, and
- Its objective is in such fields as education, health, character, athletics and citizenship training.

Examples of Class #1 organizations are those affiliated with the Borough Council and its sub-groups, the public schools, Public Library, Rescue Squad, Boy Scouts, Girl Scouts, Police Athletic League, New Providence Soccer Club, New Providence-based church groups for non-religious activities, League of Women Voters, etc.

NOTE: "Borough-wide representation" is satisfied when at least fifty percent of the membership and/or at least fifty percent of the specific activities' participants are residents of New Providence.

**2. CLASS #2: NON-PROFIT ORGANIZATIONS BASED OUT OF NEW PROVIDENCE**

An organization is deemed Class #2 if:

- It is non-profit and supported by taxes, voluntary contributions or general membership fees, and
- It does NOT have “Borough-wide representation” (see definition above), and
- Its base of operations is outside of New Providence.

**3. CLASS #3: FOR-PROFIT ORGANIZATIONS**

An organization is deemed Class #3 if:

- It is for-profit and does not qualify under Class #1 & #2 above. Examples: dance studios, swim clubs, private or commercial ventures.

**V. FACILITIES FEE SCHEDULE**

Facilities usage charges will be made as noted below:

**1. CLASS #1**

There will be no charges for use of Borough facilities for Class #1 organizations, except for:

- a) A charge may be made for hours when custodians are not normally in the building or when determined necessary by the Administrator. Please contact Borough Administration for rates.
- b) In the use of any Borough facility/field, a charge will be made for requested incremental Borough services. This charge shall be assessed by the Administrator based on the incremental services provided.

**2. CLASS #2 & #3**

Class #2 & #3 organizations will be charged an **hourly rate** as noted below:

**MUNICIPAL BUILDING**

Meeting Room	\$20.00
Gym	\$100.00
Council Chambers	\$100.00

**SENIOR CENTER**

Small Meeting Room	\$20.00
Large Meeting Room (inc. kitchen)	\$100.00

**BOROUGH FIELDS**

Oakwood Park - Upper	\$90.00
Oakwood Park – Lower	\$90.00
Lincoln	\$90.00
Hillview	\$90.00
Grove Terrace	\$90.00
Warner	\$90.00
Lions	\$90.00

**CUSTODIAN/MAINTENANCE**

In addition to the building’s hourly rates above, a charge may be made for hours when custodians are not normally in the building or when determined necessary by the Administrator. Please contact Borough Administration for rates.

**3. OAKWOOD PARK – PICNIC AREA PERMITS**

Oakwood Park picnic area is available for use by:

- Residents: Free
- Non-Residents: \$50.00
- Local Businesses: \$50.00

The Community Activities Department takes reservations and issues park permits. Alcohol consumption permits are issued by the New Providence Police Department. A \$50 refundable deposit is required for restroom keys and a bag of equipment.

**NOTE:**

- If additional utilization of the rented facilities is required beyond the rental period by reason of an earlier opening or later closing time, the applicant will be billed for the additional time at an hourly rate in accordance with the fee schedule in effect.
- In no event will any organization as described in Section IV use Borough athletic fields without specific authorization of the Administrator.
- Borough facilities are not available for private use and/or parties. EXCEPTION: Senior Citizens Center members are allowed to use without charge the Senior Center for personal birthdays, anniversaries, and funerals (this does not include events for a Senior Center member's friend or family member). The rules and regulations for facility use would still apply.
- Any questions arising from facilities usage policies, rules, regulations and fees will be resolved pursuant the Administrator.

Date Adopted:  
March 23, 2009

Effective:  
April 1, 2009