

*Call the Recreation Support #856-381-2369 with any problems.*

## **RULES AND REGULATIONS**

**FORFEITURE OF DEPOSIT – whole or partial forfeiture of deposit can and will occur and is not limited to the following reasons:**

- If the fire alarm is pulled or triggered by prohibited smoke machines or anything other than a true fire emergency, your entire security deposit will be forfeited.
- Damage to building or contents
- Unclean condition which requires extra cleaning beyond the regular maintenance, i.e. splatters and spills; food, decorations and items left behind; tables and chairs not put away.

### **KEYS**

- Returned on Monday after each weekend rental, or the day after for weekday rentals.
- Return of Deposit will not be processed if the keys have not been returned.
- Borough Hall is CLOSED Friday and will reopen on Monday.

### **ENTER**

- You must enter the building through the single kitchen door which is to the left of the building. Do not prop the door open until the alarm has been disarmed.
- DO NOT enter through the main double doors until the alarm has been disarmed.
- The light switch is on the right as you open the door.
- The alarm is on the kitchen wall to the right. Do not enter the main room until the alarm is disarmed or the alarm will sound.
- You must use your four digit alarm code to disarm the system when entering and rearm when leaving.
- You can now proceed into the rest of the building and unlock the front double doors.

### **USE**

- The physical address of the Recreation Center is 820 Grand Avenue, Laurel Springs, NJ 08021.
- Renters are responsible for the conduct and safety of their guests. Inappropriate behavior will not be tolerated.
- The Fire Marshal allows the hall to hold 130 people seated and 315 standing.
- There is NO SMOKING IN THE BUILDING. Cigarette containers are provided OUTSIDE. HOWEVER, please advise your smokers to be considerate of our neighbors.
- No loud talking or inconsiderate behavior while outside - 10 p.m. is curfew in Laurel Springs.
- You must supply your own serving containers and utensils, trash bags, paper towels, and tablecloths.
- Trash and recycling must be deposited in the appropriate containers outside the kitchen door.

- The Borough of Laurel Springs is not responsible for loss or damage to equipment or belongings.
- At no time is standing on chairs or tables permitted.
- Decorations are permitted. **HOWEVER**, there are to be no tacks, staples, or nails used. All decorations, tape and confetti is to be completely removed.
- Nothing is to be hung from the ceilings.
- No duct tape is to be adhered to the floor.
- **BALLOONS** can only be in building when alarm is unarmed. They set off the motion detector.
- Tickets may not be sold to enter the event without separate consent of the Laurel Springs Parks and Recreation Commission.

#### **FOOD**

- Food can be warmed, **NOT PREPARED** at the Jack H. Hagen Recreation Center.
- There is to be **NO COOKING OF FOOD**.
- Food spills are to be cleaned up immediately.
- No food is to be left behind.
- No solid foods are to be placed in the sink; there is no garbage disposal.
- **ALCOHOL** may not be **SOLD** or be part of an admittance fee without separate permits and consent of the Laurel Springs Parks and Recreation Commission.

#### **CLEANING OF BUILDING**

- Tables and chairs are to have all spills and splatters removed and wiped clean.
- All tables and chairs must be returned as you found them; set-up and breakdown is the responsibility of the renter. No tables or chairs should be left in the area by the mop sink.
- Floor is to be swept with all spills and splatters removed and wiped clean.
- Walls are to have all spills and splatters removed and wiped clean.
- Kitchen is to have all oven, range top, counter top, refrigerator and wall spills and splatters removed, surfaces wiped clean and floor swept.
- Trash and recycling is to be removed and placed in appropriate containers outside kitchen door.
- Outside of building is to have all debris removed.

#### **EXIT**

- All renters must remove all their items and equipment at the conclusion of their event.
- Thermostat in the summer should be set at 75 DEGREES and in winter 65 DEGREES when leaving the building.
- All lights are to be turned off.
- All doors are to be closed.
- Lock front glass double doors.
- Input your alarm code and exit through the single kitchen door immediately.
- Lock kitchen door.