



# THE BOROUGH OF ROSELLE PARK

N E W J E R S E Y

CASANO COMMUNITY CENTER  
314 CHESTNUT STREET, ROSELLE PARK, NJ 07204  
WWW.ROSELLEPARK.NET

## RENTAL APPLICATION

**Renters Name/ Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date or Dates you wish to rent the facility:** \_\_\_\_\_

\_\_\_\_\_  
**Time you wish to rent the Facility:** From: \_\_\_\_\_ to: \_\_\_\_\_

**Number of people expected to attend:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Request if made for use of facilities checked.**

- Meeting Room front     Kitchen Facility     Rear Yard     Recreation Room Back  
 Refrigerator     Barbecue Grill     Other Equipment \_\_\_\_\_

**Note: USE OF Sound Equipment's or TV ARE STRICKLY PROHIBITED.**

**What equipment will be brought into the building?**

\_\_\_\_\_

### Indemnity and Hold Harmless Agreement

The undersigned, for and in consideration of leasing the Casano Community Center located at 314 Chestnut Street in the Borough of Roselle Park, County of Union, State of New Jersey, for the date \_\_\_\_\_, does hereby agree to indemnify the Borough of Roselle Park and all of its departments, agencies and employees, and hold them harmless from any and all claims of liability for bodily injury or property damage arising out of the use and occupancy of the Casano Community Center as described above. In addition, **the undersigned agrees to supply to the Borough of Roselle Park a Certificate of Liability Insurance in the minimal amount of One Million (\$1,000,000.00) Dollars, naming the Borough of Roselle Park, Casano Community Center** its agencies, departments and employees as additional insured no later than fifteen (15) days prior to the above date. Lastly, the undersigned hereby agrees to be responsible for any and all property damage to the structure or contents of the Roselle Park Casano Community Center known as and located at 314 Chestnut Street, Roselle Park, New Jersey.

**I have read the facility rental rules and regulations and agree to abide by its terms:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### FOR OFFICE USE ONLY:

Rental Fee Received On: \_\_\_\_\_ Cash/ Check # \_\_\_\_\_ \$ \_\_\_\_\_

Security Deposit Received On: \_\_\_\_\_ Cash / Check # \_\_\_\_\_ \$ \_\_\_\_\_

Certificate of Insurance Received: \_\_\_\_\_ Security Deposit returned on: \_\_\_\_\_

Comments: \_\_\_\_\_



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CASANO COMMUNITY CENTER

314 CHESTNUT STREET, ROSELLE PARK, NJ 07204

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## FACILITY RENTAL RULES & REGULATIONS

- The completed application, rental fee and security deposit are required to secure the reservation. A mandatory security deposit is required for all rentals. Make one check for the rental fee and a separate check for the security deposit payable to: Borough of Roselle Park The security deposit check will be returned 48 hours after the event providing the facility is returned in the same condition it was rented in.
- As per Roselle Park Borough Ordinance (Chapter 96-1), you may be required to obtain a Fire Permit from the Borough Clerk and you may be required to have member of the Fire Department present.
- It may be determined by the Community Center Committee that a member of our staff must be present during the time the Casano Community Center is being used. If this is during any period of time when a staff member is not normally on duty, you may be required to reimburse the Casano Community Center.
- The Borough of Roselle Park requires a Certificate of Liability Insurance be submitted when the building is rented/ used.
- All groups are required to provide a check for the rental fee and a separate security deposit check to secure the reservation. The security deposit will be returned after inspection of the facility. The checks are made payable to the Borough of Roselle Park.
- Renter is responsible for leaving the space as found. The Center must be left clean and orderly and furniture must be returned to its proper place as found. All refuse receptacles are to be emptied and bags are to be placed at the front curb. Any expenses incurred by the Borough of Roselle Park to return space to its original condition, including cleaning and repair of damages will be deducted from renter's security deposit.
- All floors must be free of debris, swept, vacuumed and/or mopped if necessary, after use.
- Absolutely NO SMOKING or ALCOHOL is allowed ON THE PREMISIES.
- Nothing is to be nailed, taped or otherwise attached to the walls or ceiling as to leave a mark when hanging decorations.
- If the kitchen is rented, it is the responsibility of the Renter to sweep and mop the kitchen floor, wash all countertops, make sure all other surfaces (including the sinks) are clean and ensure the stove(s) are shut off.
- All Renters are prohibited from using kitchen supplies, knives, slicing machines, coffee makers, food, towels/linens or other expendable supplies belonging to the Center without express permission given at the time of rental. The mop/pail, broom/dustpan and vacuum may be used but the Renter is to provide their own cleaning supplies and towels/linens.
- The maximum capacity for the building is 300 people in the front Room, and 300 people in the rear yard.
- No animals other than certified working animals are allowed inside the building.
- Please be courteous to the neighbors by keeping the noise level to a minimum.
- Tables and chairs are not to be removed from the building without permission at the time of rental.
- Tables and chairs may be taken down during the rental but need to be returned as they were found.
- Cancellation Policy: 15 days prior to the scheduled event to receive a full refund.
- Upon leaving please do a walk through to ensure the ovens are turned off.
- The Renter shall inform their caterer/guests of the rules and regulations stated above.
- The Renter assumes full liability for actions resulting from his/her usage of the facility.
- Upon inspection of the building following the rental, security deposit will be returned to the Renter. Weekend rentals will be inspected on Monday morning and the security deposit will be returned within 48 hours. If there is an emergency during your event contact Rupen Shah Rshah@Rosellepark.net Failure to comply with these rules and regulations can result in additional costs for clean-up and jeopardize future usage of the facility.

Adopted 12-2-15



# THE BOROUGH OF ROSELLE PARK

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CASANO COMMUNITY CENTER

314 CHESTNUT STREET, ROSELLE PARK, NJ 07204

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**Rental Inspection Checklist Date:** \_\_\_\_\_

Room	Condition	Restrooms	Condition
Walls and Ceiling		Walls and Ceiling	
Floor Covering		Floor	
Windows		Doors	
Doors		Light Fixtures	
Light Fixtures		Cabinets/Drawers	
Furniture		Counter Surfaces	
Sink, Faucet, Cabinets Refrigerator		Sink and Faucet	
Electronics, Projector Screen..etc.		Toilet/Tissue Holder	
Other		Other	
<b>Kitchen</b>		<b>Yard, Patio</b>	
Stove, Oven, Range, Hood, Broiler, Pans, Burners, etc...		External Doors and Locks	
Floor Covering		Outside Lights	
Windows, Doors		Furniture	
Cabinets/Drawers		Garbage	
Counter Surfaces		Other	
Sink, Faucet			
Microwave Oven			
Refrigerator			
Furniture			

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected By: \_\_\_\_\_ Renters Signature: \_\_\_\_\_



# THE BOROUGH OF ROSELLE PARK

## NEW JERSEY

CASANO COMMUNITY CENTER  
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FIRST READING	2-4-10
PUBLISH	2-11-10
SECOND READING	2-17-10
PUBLISH	2-25-10

### ORDINANCE NO. 2292

#### AN ORDINANCE AMENDING CHAPTER X, SECTION 10-4.1 OF THE CODE OF THE BOROUGH OF ROSELLE PARK FEES FOR RECREATION/COMMUNITY CENTER

**BE IT ORDAINED** by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that Chapter X, Section 10-4.1 of the Borough Code is hereby amended as follows:

**SECTION 1:**

10-4.1 Fees Enumerated

Community Center Rental for Private Parties.

Deposit (to be returned to renter after inspection of property)	\$50
Up to and including 5 hours	\$250 flat rate
Over 5 hours	\$250 + \$50 per additional hour

**SECTION 2:** If any section or portion of a section of this Code shall be invalid for any reason, such invalidity shall not affect the validity of the remaining sections or portions of this Ordinance.


**SECTION 3:** All ordinances or parts of ordinances, to the extent that they are inconsistent herewith, are hereby repealed.

**SECTION 4:** This amendment to the Code of the Borough of Roselle Park shall become effective upon publication and in accordance with law.

Introduced: February 4, 2010

Adopted: February 17, 2010

  
Mayor

Attest:   
Borough Clerk

Record of Vote – Introduction

	Aye	Nay	Abstain	Absent
Dinardo	✓			
Yakubov	✓			
Chen-Hoerning	✓			
Miranda	✓			
Hokanson	✓			
Accardi	✓			

Record of Vote – Adoption

	Aye	Nay	Abstain	Absent
Dinardo				✓
Yakubov	✓			
Chen-Hoerning	✓			
Miranda				✓
Hokanson	✓			
Accardi	✓			

cc: K. Blum - K. Intile;  
M. Leonard