

# **Policy Regulating Use of Gibbsboro Municipal Facilities**



**Gibbsboro Borough  
49 Kirkwood Road  
Gibbsboro, NJ 08026**

**(856)783-6655**

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**SCOPE:** The Borough of Gibbsboro holds and maintains various municipal facilities including buildings, parks, and recreation areas for the public good. These areas are designed for both passive and active recreation. The parks, facilities, and assets (collectively referred to as “facilities”) covered by this policy include:

- Cricket Field
- Pole Hill Park
- Senior Recreation Center @ Pole Hill Park
- Lucas Park
- Lauer Playground
- Blueberry Hill Natural Area
- Hilliards Creek Nature Preserve
- Bicycle Trails

Municipal facilities are primarily maintained through Gibbsboro property taxes for the use of all residents of the Borough.

The use of municipal facilities is also regulated by the ordinances of the Borough of Gibbsboro. In the event of a conflict between these policies and the ordinances of Gibbsboro, the ordinances shall govern.

**PURPOSE:** These policies and procedures were developed to provide uniform access to municipal facilities for residents of the Borough of Gibbsboro and, on a space available basis, to non-residents of the Borough of Gibbsboro.

**GENERAL USE:** Except for the Senior Recreation Center, municipal facilities are available for individual use, provided that such use is consistent with the design of the facility, by the general public on a daily basis from dawn to dusk, weather conditions permitting. Additionally, use of municipal facilities may be restricted or prohibited by emergency management personnel or Borough officials as needed. Municipal facilities may only be reserved for use by individuals, groups, or organizations in accordance with this policy and procedure.

**ORGANIZATION AND GROUP USE:** A group includes a family or assembly of two or more people.

Not-for-profit organizations (as defined by section 501(c) (3) of the IRS code) and social organizations and groups such as sports teams and leagues may request use of Borough facilities.

The use of Borough facilities by for-profit organizations may be considered.

**PROCEDURE:** Requests for use of municipal facilities must be submitted to the Borough Clerk, in writing, using the REQUEST FOR USE OF BOROUGH

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

FACILITIES form, The requests must be approved by the Borough Council. Among the factors the Council will use to determine the appropriateness of the request are:

- Borough's liability
- Inconvenience to area residents
- Use of vehicles (or any motorized equipment) on athletic fields or open space/green acres. Consider possible destruction or damage that may occur.
- Event security and the availability of police force; necessity to call on outside police enforcement
- Suspension or disruption to any scheduled athletic or other events
- Increased traffic in surrounding neighborhood
- Disruption/rerouting of emergency services
- Disruption caused to borough residents from any road closures
- Parking issues: increased foot traffic on busy roads, potential for accidents
- Potential of unlawful/harmful activities within the Borough from increased volume of outside visitors

Should the Borough receive multiple requests for the use of the same facility, recreation area, or park for the same date and time, preference will be given to groups from Gibbsboro. Otherwise requests will be filled on a first-come-first-served basis.

**FEES:** The Borough reserves the right to charge a fee for the use of its facilities to help defray the costs of maintenance and security. This fee shall not exceed \$1,000 per eight-hour day, exclusive of the cost of contracted police. The amount levied will be based on the size and scope of the event and/or activity and the facilities that are used. The amount of the fee will be determined by the Borough Council in consultation with Borough staff and emergency services personnel. The Council may also waive the facility fee, but not the fee for any police requested (see SECURITY AND POLICE). All fees are used to offset the cost of maintaining borough public facilities.

All payments must be included with the REQUEST FOR USE OF BOROUGH FACILITIES form in the form of cash or a check made payable to "Borough of Gibbsboro." If an application is denied fees will be returned to the applicant.

**FEE FOR USE OF ATHLETIC FIELDS:** A fee of \$25 per game/event may be charged for use of the athletic fields at the Cricket Field or Pole Hill Park. If a field is requested for a use for which the field was not intended, (concert, rally, etc.) an additional fee may be charged.

**FEE FOR USE OF THE SENIOR RECREATION CENTER RECREATION ANNEX:** For the Senior Recreation Center, residents of

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

Gibbsboro may use the facility at a rate of \$75 per event. Non-residents can use the Senior Recreation Center Recreation Annex for a fee of \$100 per hour.

**FEE FOR USE OF THE SENIOR RECREATION CENTER DINING ANNEX:** The Dining Annex is available for rental by residents and the general public. Residents of Gibbsboro may use the Dining Annex for up to six hours for a fee of \$300. Non-residents can use the Dining Annex for a fee of \$500 per event.

**RETURNED CHECK FEE:** Returned checks will be charged a return check fee of \$20.

**REFUNDABLE SECURITY DEPOSIT FOR USE OF THE SENIOR RECREATION CENTER FACILITIES:** All resident users must post a \$100 refundable security deposit for use of either the Recreation or the Dining Annex. Non-residents must post a refundable \$2,500 security deposit.

**DAMAGES:** Any damages incurred during the use of municipal facilities shall be the responsibility of the person whose signature appears on the request form, and are subject to the penalties outlined in Section 129, Parks and Recreation Areas, of the Code of the Borough of Gibbsboro. The Borough reserves the right to recover the cost to repair any and all damages incurred during an event. (See section 7 on procedures for reporting damage). The cost of repairs will be deducted from the security deposit. In the event of damage/loss/theft at or from the use of these facilities exceeds the security deposit, the balance will be billed to the user and that bill will be due within thirty (30) days of receipt.

**INSURANCE:** For the protection of the taxpayers of Gibbsboro, sponsoring organizations and groups are required to carry event insurance of no less than \$1 million (\$1,000,000) and no more \$5 million (\$5,000,000). The amount will be determined by the Borough Council in consultation with the Borough staff, Borough Solicitor and emergency management personnel as needed, based on the type of event, its size and the potential for personal injury. This requirement cannot be waived.

**SECURITY AND POLICE:** In reviewing the REQUEST TO USE BOROUGH FACILITIES, the Borough Council may determine that police officers are required to support the planned event or activity. Police officers may also be requested by the organization or individual. Only Police Officers from the Gibbsboro Police Department may be used to control or direct traffic. If it is determined that police are required, the REQUESTOR is responsible for scheduling police and pre-paying for their services at the Borough's contractor rate. **The Borough will not waive the fee for police.**

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**INFORMATION TO BE SUBMITTED:** All requests for use of municipal facilities shall be via the REQUEST TO USE BOROUGH FACILITIES form and submitted to the Borough Clerk no later than one month prior to the Borough Council meeting preceding the event. The clerk will place the request on the agenda for the next available Council meeting.

Complete requests must contain the following information:

- Name of the organization
- Name, telephone number and e-mail address of the group's primary contact person
- Date(s) of the event
- Time of the event
- Purpose of the event
- Estimated attendance (*if the event is multiple days, provide the estimated attendance for each day*)
- A list of all activities to take place
- A list of any third-party vendors (*all vendors must also acquire a vendor's license from the Borough Clerk*)
- Parking requirements
- A list of any signs to be posted
- Number of portable restrooms needed and provided by the organization (*at least one portable restroom must meet ADA requirements for use by disabled persons*)

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**RULES AND REGULATIONS**

- I. Smoking is prohibited inside ALL municipal buildings.
- II. The possession and/or consumption of alcoholic beverages are prohibited on all municipal property and within municipal buildings at all times.
- III. The REQUESTOR is responsible for restoring municipal facilities to the same condition they were in prior to the commencement of the event or activity. This includes the removal of trash, signs and/or debris. The REQUESTOR is also responsible for reimbursing the Borough of Gibbsboro for any clean up or for the replacement or repair of any public facilities damaged directly or indirectly as a result of the event or activity.
- IV. The Borough of Gibbsboro is not responsible for the security of any items that are stored on Borough property before, during, or after any event.
- V. Any property damage or personal injury that occurs during regular business hours (Monday – Thursday 9AM to 4 PM, Friday 9 - Noon) shall be reported as soon as possible to the Borough Clerk. Any damage or injury that occurs after hours should be reported immediately to the Gibbsboro Police Department.
- VI. A User Report Form shall be filed with the Borough Clerk by the first business day following the use of the facility documenting the results of the activity or event and reporting any damage to municipal facilities or incidents.
- VII. Emergencies shall be immediately reported using 9-1-1. If an emergency occurs within the bikeway, color coded mile markers should be used to report the location of an incident to the nearest mile marker. For example “Blue Trail Marker 0.7”.
- VIII. Senior Recreation Center

Bowling Alley –

A - In the event of a pinsetter or ball return malfunction, the user shall turn off the power switch and report the malfunction on the User Report Form. Under no circumstances shall the user attempt to dislodge stuck

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

bowling balls or affect repairs to the pin setter(s) or ball return(s).

B - Only bowling shoes can be worn on the bowling alley. Street shoes, socks and bare feet are NOT permitted on the bowling lanes. Bowling shoes are provided for your use.

C – At no time should anyone go beyond the foul line on the bowling lane(s).

D – Never throw a bowling ball when the sweeper/gate is down.

Other Facilities - The user shall make no attempt to repair any other equipment or games within the Senior Recreation Center or at Pole Hill Park. All damage or maintenance items shall be reported on the User Report Form attached to this policy.

A – Kitchen utensils are available for your use, but they must be cleaned and returned to their proper location. They should NOT be removed from the building.

B – All trash cans must be emptied and trash placed outside of the center.

C – Pool table should be recovered, billiard balls stowed and any other equipment returned to its appropriate place.

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

REQUEST FOR USE OF BOROUGH FACILITIES

Name of Organization	Date(s) of Event
Address	Start/End Times of Event
Address	Municipal Facilities Being Requested:
City/Town                      State	Cricket Field                      [ ]
Zip Code	Lauer Park                              [ ]
Phone Number	Pole Hill Park                        [ ]
Contact Name	Hilliards Creek Nature Preserve [ ]
Phone Number	Blueberry Hill Natural Area      [ ]
Contact for Day of Event	<b>Bikeways</b>
Cell Phone Number	<b>GREEN TRAIL</b> [ ]
Estimated Attendance	UNITED STATES AVE
	1.1 MILES
	<b>BLUE TRAIL</b> [ ]
	WYNNEWOOD
	OLD EGG HARBOR RD
	1.2 MILES
	<b>RED TRAIL</b> [ ]
	BLUEBERRY HILL
	0.8 MILES

Senior Recreation Center:    Recreation Annex [ ]    Dining Annex [ ]

What provisions are you making for trash collection and removal? \_\_\_\_\_

Describe the purpose of your event or activity: \_\_\_\_\_

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

REQUEST FOR USE OF BOROUGH FACILITIES

If there is more than one activity list all events or activities associated with this request:

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What provisions are you making for rest room facilities? \_\_\_\_\_

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If you are bringing portable facilities, where will they be located?

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When will they be removed? \_\_\_\_\_

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Will you be posting signs? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

What provisions are you making for the removal of the signs when the event is over?

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POLICE ARE [ ] / ARE NOT [ ] REQUESTED

If police are not requested, what provisions are you making for security? \_\_\_\_\_

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**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

REQUEST FOR USE OF BOROUGH FACILITIES

VENDOR LIST

LIST ALL VENDORS:

\_\_\_\_\_  
Name

BOROUGH USE:

\_\_\_\_\_  
Address

VENDOR LICENSE

\_\_\_\_\_  
City, State, Zip

YES  NO

\_\_\_\_\_  
Business Purpose (food/crafts/souvenirs)

\_\_\_\_\_  
Name

BOROUGH USE:

\_\_\_\_\_  
Address

VENDOR LICENSE

\_\_\_\_\_  
City, State, Zip

YES  NO

\_\_\_\_\_  
Business Purpose (food/crafts/souvenirs)

\_\_\_\_\_  
Name

BOROUGH USE:

\_\_\_\_\_  
Address

VENDOR LICENSE

\_\_\_\_\_  
City, State, Zip

YES  NO

\_\_\_\_\_  
Business Purpose (food/crafts/souvenirs)

ATTACH ADDITIONAL SHEETS IF NECESSARY.

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILTIES**

**REQUEST FOR USE OF BOROUGH FACILITIES**

**AGREEMENT TO THE ABOVE POLICIES AND PROCEDURES**

I, \_\_\_\_\_, certify that I am authorized to submit this request for use of Borough facilities and that I/my organization has received the "POLICY REGULATING THE USE OF MUNICIPAL RECREATION FACILITIES" and agree to all of the policies and procedures listed above. Any violation of these policies and procedures will void the individual or organization's privilege to use the facilities in the future.

A copy of this document shall be given to each person or organization requesting the use of Gibbsboro Municipal Facilities.

Witnessed by:

\_\_\_\_\_

Borough of Gibbsboro

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Address

\_\_\_\_\_

Municipality, State, Zip

(    ) \_\_\_\_\_

Phone

\_\_\_\_\_

Organization/Group (REQUESTOR)

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

REQUEST FOR USE OF BOROUGH FACILITIES

COMPLETENESS REVIEW

(FOR BOROUGH USE ONLY)

USE FEE RECEIVED             YES    NO    NON-FEE FACILITY

POLICE REQUIRED             YES    NO

CHECK ATTACHED

EVENT CONTACT SUPPLIED    YES    NO

ALL VENDORS ARE LICENSED    YES    NO

INSURANCE CERTIFICATE    ATTACHED    OMITTED \*

\*REQUIRES EXPLANATION

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**USER REPORT FORM**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Organization Represented:

\_\_\_\_\_

Address (if different than above):

\_\_\_\_\_

\_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Facility Used: \_\_\_\_\_

Problems or Malfunctions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Senior Recreation Center) Is the door locked? [ ] YES [ ] NO

If not, why? \_\_\_\_\_

General Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**SENIOR RECREATION CENTER CHECKLIST**

NO.	DESCRIPTION	CHECKED	BOROUGH	COMMENTS
	<b>DINING ANNEX</b>			
	<b>TABLES</b>			
10	96" RECTANGULAR			
15	72 " ROUND			
150	<b>CHAIRS</b>			
2	<b>TABLE TRUCKS</b>			
1	<b>SOUND SYSTEM</b>			
	<b>RECREATION ANNEX</b>			
	<b>POOL TABLE</b>			
1	BRIDGE			
16	BALLS			
6	POOL STICKS			
	<b>SHUFFLEBOARD</b>			
8	QUOITS			
	TABLE WAX			
	<b>BOWLING ALLEY</b>			
	SCORE TABLE			
	BOWLING BALLS			
15	PAIRS BOWLING SHOES			
2	AMERICAN FLAGS			
2	STOOLS			
1	TV & REMOTE CONTROL			
8	TABLES			
24	FOLDING CHAIRS			
1	COMPUTER			
2	DVD PLAYERS			
2	FIRE EXTINGUISHERS			
	<b>KITCHEN</b>			
1	RANGE			
1	MICROWAVE/COFFEE POT			
1	REFRIGERATOR			

Event Date: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

By: \_\_\_\_\_

Bond Posted:         YES     NO

Refunded:         YES     NO