



# 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](http://WWW.ROSELLEPARK.NET)  
908 245 0666

# Policies & Procedures

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- **POLICY STATEMENT**

Casano Community Center (Community Center) is a Borough property and public facility intended for the use of residents of Roselle Park as well as residents of Union County. The Community Center is intended to be a welcoming and safe place for individuals to congregate, socialize, meetings, events and recreational activities. The facility also serves as a Senior Citizen Center, providing programs, events and services to adults aged 55 and older. Participants of Casano Community Center are expected to conduct themselves in a manner that most people would find reasonable and that does not infringe on the enjoyment of other participants.

Participants agree to observe the following when attending Casano Community Center:

- **CODE OF CONDUCT**

- Smoking is not permitted on any borough property. All applicable Borough of Roselle Park ordinances will be enforced.
- Alcohol is not permitted on any borough property. All applicable Borough of Roselle Park ordinances will be enforced.
- Bouncy house must fulfill requirements set forth by the borough. All applicable Borough of Roselle Park ordinances will be enforced.
- No animals other than certified working and service animals are allowed inside the building, except for Animal Appreciation Day.
- Offensive language is not permitted in the Community Center.
- The Community Center structure, furnishings and fixtures must be treated with care and respect at all times.
- Federal, state and local policies, laws and regulations must be observed at all times.

**Participants are expected to:**

- Be able to function on their own or with the assistance of an escort, but independently from Casano Community Center staff or Community Center volunteers.
- Maintain personal hygiene that is healthy and inoffensive.
- Use voice, language and behavior that will not offend or disturb other participants or staff.
- Treat others with courtesy and consideration.
- Keeping the noise level to a minimum as per Borough code.
- An adult must supervise minors at all times.
- Use computers for personal projects and education. All usage must be appropriate, inoffensive, and may not interfere with the operation of the Borough's computer system. Participants are NOT to download or install any programs onto the Borough's computers. Computers are not secure; participants are responsible for the security of any personal information they make available.
- When participating in physical activities at Casano Community Center, participant represents that he/she understands the nature of, and that he/she is qualified, in good health, and in proper physical condition to participate in such activity. He/she acknowledges that if he/she believes conditions are unsafe, he/she will immediately discontinue participation in the activity.
- Participant fully understands that physical activities involve risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by his /her own actions or inactions, those of others participating in the class, the conditions in which the class takes place, or the negligence of the releases named below; and that there may be other risks either not known to him/her or not readily foreseeable. Participant fully accepts and assumes all such risks and all responsibility for losses, costs and damages.
- Participant hereby releases, discharges, and covenants not to sue Casano Community Center, the instructor who is teaching the class, or any employee associated with Casano Community Center,

other participants, any sponsors, advertisers, and owners of premises on which this activity is taking place (each considered one of the releases herein) from all liability, claims, demands, losses, or damages on his/her account, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise, including negligent rescue operations. Participant further agrees that if, despite this release, waiver of liability, and assumption of risk the participant, or anyone acting on his/her behalf, makes a claim against any of the releases, participant will indemnify, save, and hold harmless each of the releases from any loss, liability, damage, or cost which any may incur as the result of such claim.

- Photos or videos taken during programs or borough events may be used for promotional purposes. Please notify Casano Community Center Director in writing if you do not want your image published.

**Consequences of failing to observe the Code of Conduct are:**

- Verbal warning by a staff member. Participants violating the Casano Community Center Code of Conduct will be given a verbal warning by a Community Center staff member. The participant will be asked to sign a statement that they have read and understand the Code of Conduct. A copy of the signed Code of Conduct will be kept on file in the director's office. If a major offense has occurred that requires law enforcement intervention, the participant will be asked to leave the Community Center immediately. Depending on the violation committed, the participant may be permanently expelled from the Community Center. Law enforcement may be contacted for any threat or incident of assault or for willful destruction of property.
- Written warning by Community Center Director. A second violation of the Community Center Code of Conduct will result in a discussion with the center's director of the violation and possible consequences of repeated violations. Consequences may include suspension from the Community Center, and if repeated violations take place, expulsion may occur.
- Suspension: A third offense will result in a second meeting with the Center Director who will go over terms of suspension. Suspensions from the Community Center will be one month in length. After suspension, any further violations will result in permanent expulsion from the Community Center.
- Expulsion. A fourth offense will result in permanent expulsion from the Community Center.

Depending upon the severity of the offense, suspension or expulsion may be enforced after the first or second offense.

Appeals of suspension or expulsion shall be made to the Roselle Park Governing Body. The paperwork for the appeal shall be obtained and filed at the Borough Clerk's office at 110 East Westfield Avenue, Roselle Park, N.J. 07204.

- **USERS**

Groups or individuals using/renting the Casano Community Center will be required to comply with rules and policies governing same. Failure to comply could subject the group or individual to the loss of use privileges.

The following uses are generally permitted: meetings, parties, receptions, dances, social or cultural activities, and certain fundraising activities. Certain uses identified below may be allowed, following the approval of the Casano Community Center Committee and approval of the governing body and/or the director.

All rental fees are waived for the following groups and organizations. However, they are required to follow the center's Policies & Procedures:

- Programs and events sponsored/co-sponsored by the Borough of Roselle Park.
- Programs and events for Borough of Roselle Park senior citizens.
- Programs sponsored by the local schools.

- Programs, meetings or events held by other committee or units of government, either on local, state or federal level.
- Locally based or Union County-based non-profit organizations, recognized by the state or federal government. Appropriate documents may be required.
- Girl Scouts and Boy Scouts.

The Community Center cannot be utilized for any kind of political meetings, rallies, or fundraising events for political organizations, political advocacy groups, political candidates, or groups affiliated with any political candidate, party or ballot referendum.

- **USER ELIGIBILITY AND DESIGNATIONS**

The Casano Community Center is available to groups, organizations, and private individuals. However, actual use is determined by user requirements, availability of space and time of use. In order to limit the public subsidy of the building, the building must be made available for rentals on Saturday and Sunday.

**Determination of Classification.**

The Community Center director shall determine the classification of any group desiring to use the Community Center. That determination may be appealed to the Casano Center Committee. The decision of the Casano Center Committee shall be final.

The following procedure shall be followed whenever a specific approval is required for a use or event, or when a waiver is requested.

- A written explanation of the event and the requested action shall be submitted to the Community Center Director 15 business days prior to the Casano Center Committee meeting for the initial determination by the Casano Center Director.
- If The Community Center Director initial determination is appealed, shall forward the request to the Casano Center Committee. The Casano Center Committee normally meet the first Wednesday of every month. and the request must be received by the director at least one week prior to the meeting.
- The Casano Center Committee shall consider the request and make a determination.

- **SCHEDULING POLICY**

The Casano Center is open Monday through Friday, 9:00 a.m. to 9:00 p.m., unless otherwise posted. Proper notification is required for any group using the Casano Community Center. You may request that your date be held by filling out an application with certificate of insurance and a deposit. The reservation will be canceled unless the contract has been signed and the appropriate fees paid. Reservations must be paid in full 30 days in advance of the event. If making a reservation within 30 days of your event, all fees must be paid at the time of the reservation in cash or by check payable to the Borough of Roselle Park. A contact person must check in with the building attendant at the beginning of the event and at the end of the event.

- All deposits are subject to the director's approval within three business days.
- Set up, decorating and cleaning time must be factored in when making a reservation.
- Checks should be made payable to the Borough of Roselle Park and either mailed or delivered to: Casano Community Center, 314 Chestnut Street, Roselle Park, N.J. 07204. Fees covered under these policies are subject to Borough ordinance
- As per Roselle Park Borough Ordinance, you may be required to obtain a fire permit from the Borough Clerk and you may be required to have a member of the Fire Department present.
- As per Roselle Park Borough Ordinance, you may be required to obtain Police supervision at cost to the user.
- The renter/user assumes full liability for actions resulting from his/her usage of the facility.

- By the order of the RP Fire Department and Construction Department, maximum capacity for the front room is 300 – seating in chairs, 198; seating in chairs at tables, 92. The maximum capacity for the rear room is 300 – seating on concrete, 188; seating in chairs at tables, 88.
- The contact person for all user groups must be age 18 or older.
- Borough of Roselle Park reserves the right to perform a background check on renter/users and its representatives.
- If a medical or physical emergency occurs dial 911, for immediate concern dial (908)245-2300.

- **CANCELLATION POLICY**

- If a cancellation occurs for any reason, 30 days or more prior to the rental date, the rental fee will be returned minus the initial deposit.
- If a cancellation occurs for any reason less than 30 days prior to the rental date, the rental fee will be withheld. The director has the authority to waive this provision based on the circumstances of the cancellation.
- The Borough reserves the right to close the building for any reason. In the case of inclement weather, scheduled meetings or events will be cancelled at Borough discretion. In this event the Borough will provide written or verbal notice to the renter and renter will receive a full refund, including the initial deposit.
- The Borough reserves the right to void any rental agreement due to a Borough-sponsored event. In this event the Borough will provide written or verbal notice to the renter and renter will receive a full refund, including the initial deposit.

- **REFUND POLICY**

- Weekend rentals will be inspected on the next business day.
- If the Community Center Director or staff determines that damage has occurred to the facility or that extraordinary clean-up measures are needed, the renter will be billed for the additional charges. Failure to pay these extra fees will lead to legal action.

- **HOUSEKEEPING POLICY**

- Falsification of any and all Policies & Procedures may lead to immediate closure of event and loss of all fees (if applied),
- A member of Casano Center staff must be present during the time the Casano Community Center is being used.
- Nothing is to be nailed, taped or otherwise attached to the walls or ceiling as to leave a mark.
- Those using the facility are responsible for returning the room to the same condition as found. All trash should be placed in the trashcans provided, and tables and chairs should be returned to original positions. All equipment and lights must be turned off.
- Use of Casano Center audio visual equipment is not permitted. If any equipment is found damaged or tampered with, the user group will be held responsible for any loss or damage.
- Heating and/or air conditioning controls are preset and should not be tampered with.
- The partition is not to be moved by anyone other than Community Center staff.
- No storage of equipment or property is permitted.
- Groups are expected to cooperate with Community Center staff efforts to maintain security of the building and grounds and to provide for the safety of all visitors.
- All events must end by rental time requested. All guests must vacate the premises at these times. All music must be turned off. Final removal of personal property (decorations, gifts, etc.) and stage and sound equipment must be completed by this time.

- Renter/User will be responsible for repairing all damages to building and furniture and any extra cleaning. If a private caterer uses the facilities, renter/user is responsible for the caterer's action following the Community Center's clean-up regulations. Facilities left in a manner requiring other than customary cleaning will lead to the utilizing individual or group being billed to cover these added costs. Failure to pay may result in loss of utilization privileges and could result in additional administrative action.
- Renter/User will be responsible for mopping up spills. Renter will be responsible for removal of any tablecloths, wall decorations, and other personal equipment.
- Recycling is mandatory in the Borough of Roselle Park. Specially marked bins will be made available by the Center for collecting glass, aluminum, plastic and metal containers. These containers must be clean prior to placing in the appropriate recycling bins. All trash or other disposables shall be placed in garbage bags.
- The facility is solely a warming kitchen and cannot be used for major meal preparation. 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 cleaned and ensure the stove(s) are shut off.
- All renters are prohibited from using kitchen supplies, knives, slicing machines, coffee makers, food, drink, 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 his/her own cleaning supplies and towels/linens.

- **REVOCATION OF PERMIT FOR USE**

- If the Community Center Director or his/her designee or the Roselle Park Police Department determines that any use of the Community Center is contrary to the public health and safety of the residents of the Borough, or such use is tending to cause or provoke a disturbance, the Community Center Director or police officer may revoke the Borough's permission to occupy the Community Center and such groups or individuals shall upon notice immediately vacate the Center. Failure to abide by these rules will jeopardize future usage of the facility. Evidence of illegal activities will be turned over to the Police Department for investigation and possible prosecution.

- **REVIEW AND AMENDMENT PROCEDURES**

As conditions change, the "Policies and Procedures for Community Center Use" will need to be reviewed and possibly amended to reflect those changes or to address omissions which have become apparent. At such time, the Casano Center Committee shall review any proposed amendment and make a recommendation to the governing body. The governing body shall make the final determination regarding amendments to the document.



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## ATTACHMENT A

<b>10-4 Fees for Recreation/Community Center – Continued</b>	
<b><i>Recreation</i></b>	<b><i>Fee</i></b>
<b>Community Center Rental for Private Parties (Ord. No. 2468-2016)</b>	
<b>Up to and including five (5) hours-</b>	<p><b>\$275.00 for Roselle Park Residents (which includes a \$50.00 nonrefundable deposit)</b></p> <p><b>\$350.00 for Non-Roselle Park Residents (which includes a \$50.00 nonrefundable deposit)</b></p>
<b>Over five (5) hours-</b>	<p><b>\$275.00 for Roselle Park Residents (which includes a \$50.00 nonrefundable deposit) plus \$100 per additional hour</b></p> <p><b>\$350.00 for Non-Roselle Park Residents (which includes a \$50.00 nonrefundable plus \$100 per additional hour)</b></p>
<b>Self-defense training</b>	<b>\$200.00 per month for two sessions per week</b>



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## ATTACHMENT B

### RENTAL APPLICATION

Renters Name/ Organization:		Phone:
Address		Cell:
		Email:
Event Type:	Number of people expected to attend:	Rental Date/ Dates:
Time you wish to rent the Facility: from: _____ to: _____		Total Hours:
What equipment will be brought into the building?		
Request if made for use of facilities checked. ( ) Kitchen Facility ( ) Refrigerator ( ) Rear Yard		
<b>Note:</b> <ul style="list-style-type: none"> <li>• RENTAL TIME INCLUDES SETUP AND CLEANUP.</li> <li>• SMOKING AND ALCOHOL ON ANY BOROUGH PROPERTY IS STRICTLY PROHIBITED AS PER BOROUGH ORDINANCE.</li> <li>• USE OF THE CASANO COMMUNITY CENTER'S EQUIPMENT AND SUPPLIES ARE STRICTLY PROHIBITED.</li> </ul>		

### 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 minimum 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 thirty (30) 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 and located at 314 Chestnut Street, Roselle Park, New Jersey.

**I have read the facility rental Policies & Procedures and agree to abide by its terms:**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:		
Deposit Received Date: _____	Rental Received Date: _____	Certificate of Insurance Received Date: _____
\$ _____ Cash / Check	\$ _____ Cash / Check	





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## ATTACHMENT C Rental Inspection Checklist

Date: \_\_\_\_\_

Room	Condition		Restrooms	Condition	
	Pre	Post		Pre	Post
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: \_\_\_\_\_

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

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



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## ATTACHMENT D

# MEMBERSHIP APPLICATION

Name:	
Address:	
Phone Number Home:	Cell:
Birth Date:	
Contact- Friend or Relative:	
Friend or Relative Phone Number:	
Youth _____ Adult _____ Senior _____	
We agree to hold the Borough of Roselle Park, Casano Community Center and any person connected and the Borough of Roselle Park and its employees, and those associated with its program, harmless from any and all claims for bodily injury, negligence and property damage arising from the use of facilities or Borough equipment during the course of any events and activities. In addition, I have read the Policies and Procedures and agree to their terms and conditions. We understand the Code of Conduct for the rules during and after hours at the Community Center. Photos taken during programs may be used for promotional purposes. Please notify the Casano Community Center if you do not want your image published.	
Date:	Signature:

**FEE \$1.00 FOR LIFETIME MEMBERSHIP**  
to cover the cost of membership cards.

Member # \_\_\_\_\_

Staff Member: \_\_\_\_\_