

RICHARD RODDA COMMUNITY CENTER RULES & REGULATIONS

I. ADMINISTRATION. All applications for the use of the building or portion thereof, shall be made to the Superintendent of Recreation, and he/she shall allow the use thereof under the following proprieties and under the conditions and limitations herein embodied.

II. PRIORITY. The use of the rooms and facilities shall be available to Teaneck organizations subject to the following priorities:

- A. Groups supervised by the Recreation Department.
- B. Official Government (federal, state, & local) agencies, boards, committees and Teaneck public school groups.
- C. Local branches of clubs, of federal or state, charitable, civic, political organizations and religious groups.
- D. Local lodges or chapters or national fraternal organizations in addition to county organizations or social groups having a proportionate share of Teaneck residents as members, *may be permitted to use the rooms, if available.*

The permission granted to any group may be revoked on three months notice if the space is needed for any group enjoying a higher priority. No permitted use of the building shall be for more than one year (*except for category "A"*).

III. CONDUCT OF MEETING.

- A. The performance of meetings will be respectable and well governed.
- B. No drinking or intoxicants will be permitted, nor persons under the influence of liquor admitted.
- C. No smoking will be permitted (Ordinance #1700).
- D. No part of the building except the lobby, toilets, and the space requested in the application will be entered or used.
- E. Building must be vacant by 11:30 p.m. if used after 6:00 p.m. in the evening, and by 6:00 p.m. if used only during the day unless otherwise authorized.

IV. ADMISSION CHARGE OR ALTERNATE MONEY-MAKING DEVICES.

- A. Admission may be charged to the general public by a not for profit organization authorized by the Secretary of the State of New Jersey who has been assigned a portion of the building. Teaneck Police security must be provided by user group.
- B. No raffles shall be permitted.

V. INDIVIDUAL FURNISHINGS, EQUIPMENT, & PARAPHERNALIA.

The Township will provide all furnishings such as chairs and tables. Organizations using the building shall not disturb the permanent or semi-permanent decorations installed by the groups under the control of the Recreation Department.

VI. THE FEES FOR THE USE OF THE BUILDING SHALL BE ESTABLISHED BY RESOLUTION BY THE TOWNSHIP COUNCIL SUBJECT TO THE FOLLOWING CONDITIONS:

- A. Heat, light and basic equipment costs are included in the general charge.
- B. Custodial fees will be charged if an event occurs outside the regular working hours of the custodian.
- C. There shall be no fee for organizations falling in priority "A" as listed above.
- D. There shall be no fee for organizations falling in priority "B" as listed above.
- E. Fees will be established for the following locations in the building:

Multi-Purpose Room 1 w/o kitchen - 2nd floor

Multi-Purpose Room 1 w/kitchen - 2nd floor

All other rooms on 2nd floor *(except Game Room)*

(multi-purpose rooms 2A and 2B are separate rooms)

Gym 1 (per 2 hour period)

Gym 2 (per 2 hour period)

(scoreboard rental for Gym 2 - per hour)

The following room *may* be available to rent if all other available spaces in the building are full::

After School General Area - 1st floor

After School General Area w/kitchen - 1st floor

(kitchen is not a commercial cooking kitchen)

VII. APPLICATION & PAYMENT OF CHARGES, DAMAGE.

All applications shall be made on forms to be prepared by the Superintendent of Recreation and signed by an official of the group applying. Where a charge is applicable, payment shall be made at least five days before each use of the space or it may be reassigned.

Upon conclusion of any meeting, the condition of the premises shall be checked by the Superintendent of Recreation, or in his/her absence, the custodian in charge. The condition of the premises with particular respect to any damage or shortage shall be noted in writing. Payment for such damage or shortage shall be made by the organization causing the same, and they shall not be permitted to hold subsequent meetings until such payment is made. If after payment is made and a room is rented with subsequent damage to the room, once payment is made, all other requests for use of the building will be permanently denied.