



City of Camden

Community Center and Gymnasium Application

Department of Human Services – Bureau of Recreation
● 1000 North 6th Street ● Camden, NJ 08102

This application must be submitted fifteen (15) business days prior to your event.

Fee: \$50 per hour

Permit requires a valid photo ID

Money Order or Cashier Check Made payable to: "City of Camden"

City buildings and all other city-owned or controlled property constructed or maintained for the benefit of the public shall be for the use of the public in general. To that end, no person or entity shall be given any special or exclusive privilege to use any public property under the control of the City without first obtaining a permit.

All expenses for insurance, security, restrooms, tents, sound systems, and services provided by the Police and Fire Departments shall be paid by the event organizer. Insurance Certificates for **\$1,000,000.00** naming the City as an additional insured may be required. Securing and paying for insurance is the responsibility of the applicant.

The City reserves the right to cancel or alter your event as deemed necessary to protect the health, welfare and safety of the public. In the event that your application is denied, the city will contact you to discuss alternate options.

Any misrepresentation in this application or willful deletion of any information described herein may result in the immediate revocation of the permit. If a question does not apply, please write "N/A" in that space. The application will be returned if the information is incomplete. Please type or print clearly. Attach additional sheets if necessary.

Department of Human Services
1000 North 6th Street
Camden, NJ 08102

Ph: 856-757-7285
Fax: 856-757-7360



Overtime Amount: _____

Date Received: _____

Received By: _____

City of Camden

Community and Gymnasium Center Application

Department of Human Services – Bureau of Recreation
● 1000 North 6th Street ● Camden, NJ 08102

This application must be submitted fifteen (15) business days prior to your event.
Permit requires a valid photo ID
Rental Fee: \$50 Per Hour

Facility Requested: _____

Address: _____

Date(s) Needed: _____

Time(s) Needed: _____

Name of Applicant Group: _____

Group Representative: _____

Address: _____

Telephone (Day) : _____ (Evening): _____

Applicant is a ___ For Profit Organization
(choose one) ___ Not for Profit Organization
 ___ Private Party

Purpose of Event: _____

Type of Event ___ Private Party/Function (Cramer Hill Only) (ex. Birthday Party, Baby Shower, Repass)
(Choose one) ___ Organization Meeting/Event (ex. Seminar, Reunion, Lecture, Business Meeting)
 ___ Community Activity (ex. Art Exhibit, Fashion Show, Theatrical Performance)

Estimated Number of Participants: _____

REGULATIONS AND TERMS OF AGREEMENTS FOR USE OF CITY FACILITY

The terms and condition of which a permit for the use of a Community Facility is issued are as follows:

1. All reservations for use of City Facilities must be made through the Director of the Department Human Services (hereinafter the Director). Reservations for use of the facility should be made within a reasonable time from the date of use. Thirty (30) days advanced application is required for regularly scheduled meetings. An application may include multiple requests for regularly scheduled meetings (monthly, weekly, etc). Sixty (60) days advance notice is required for special events programs. An application may be deemed incomplete if all required information is not provided.
2. Applicants are advised that City personnel must be present during the intended use of the facility. Applicants are responsible for the payment of overtime costs for employees who works after their regular scheduled work hours Monday thru Friday, or on weekends.
3. Permits issued by the City of Camden are issued for the benefit of its citizens. The issuance (or denial) of any permit is not to be considered an endorsement, by the City of Camden, of proposed use. The City of Camden is not liable for damages resulting from the issuance (or denial) of any permit for the use of a community facility. In the event that a permit for use is issued; the City of Camden is not liable for loss of any property belonging to the applicant, nor of those attending applicant's function caused by fire, theft, or other cause. The City of Camden is also not liable for damage, injury, or death due to any person, or persons attending applicant's function in whatever capacity. Applicant agrees to indemnify and hold the City of Camden harmless from any liability whatsoever resulting from the proposed use of the facility.
4. Applicant is responsible to pay an appropriate fee and or / deposit for the use of the facility as shall be set in accordance with Camden Municipal Code (section 390 et. seq.) The fee is intended to compensate the City of Camden for cost of maintaining the facility during the period of use and will include consideration of the date, time of event, employee costs, insurance cost, and such other considerations as may be considered appropriate. The issuance of any permit is subject to and contingent upon the payment of the fee due which will be due within seven days of approval of permit. **NO REFUNDS.**
5. Applicant is responsible to maintain appropriate insurance coverage of at least \$500,000.00 for the event. Applicant shall submit a copy of appropriate insurance designating the City of Camden as a covered party for the event's date(s). Proof of insurance shall be submitted with this application.
6. The applicant assumes responsibility for any damage or breakage to equipment owned by the City. Applicant must pay for any breakage and / or repair or replacement of said City equipment. Use of operation of said equipment shall be supervised by a person designated in paragraph 2.
7. Should a custodian or security guard be assigned by the City of Camden to see that the building and / or facilities are opened, lighted, heated, ventilated and closed, then custodian and / or security guard shall have authority to instruct applicant with regard to the use of the facility and the closing thereof. Applicant shall comply with the instructions of the employees of the City of Camden.
8. The premises shall be restored, after the event, to the same condition as they were when the applicant took possession at the expense of the applicant. The wall, woodwork or building or grounds must not be marred or defaced in any manner. No items shall be nailed or tacked on the walls or ceiling in any manner. However, tape may be used if properly removed.
9. All vehicles will park on the paved portion of the parking lot and will not be permitted to park on the grass. The cost of any repairs of any damages resulting from the defacing or misuse of the premises shall be paid for by the applicants.

10. The use of chances, lotteries or any gambling or similar activities is prohibited on the premises, unless a permit has been obtained from the New Jersey Lottery Commission.
11. The use of the Community Center use is limited to no more than 6 hours. The premises must be vacated by 10:00 PM unless extended hours are requested with this application and specifically granted by the Director.
12. The applicant is responsible for the preservation of order at all times. The use of the facility is subject to all existing State and Federal and Municipal Laws, regulations and ordinances.
13. No storage of equipment or property shall be allowed in the facility following the event.
14. The service of alcoholic beverages is specifically prohibited. The applicant hereby conveys and agrees that the applicant will not permit or suffer the premises to be used for the consumption or use of alcohol / intoxicating or illegal substance.
15. It is agreed and understood that all permits for use of all City facilities must be approved by the Director prior to the use of the facility.
16. A permit for use is issued for the purpose of conducting the specified event at the designated Camden City facility only. In accepting the permit (if issued), the applicant for itself, its members, and invitees, accepts and assume the risk of all conditions existing in area covered by the permit and the approaches thereto and agrees to hold harmless the City of Camden and its employees from all risks, liability, injury, and damage and loss to all persons and property arising out of or resulting from any use of presence within the area covered by this permit.
17. The City of Camden reserves the right to revoke approval of any permit issued upon the discretion of the Director, Mayor, or City Council. Except as provided in paragraph 18, any fees paid by the Applicant to the City shall be the limit of the liability of the City for revocation of a permit
17. (a) The permit applicant understands that the City of Camden / Department of Human Services reserves the right of cancellation of an activity / event should circumstances warrant.

Initials

18. Sales and advertisement for the sale of merchandise are expressly prohibited on facility property.

GUIDELINES FOR USE OF COMMUNITY CENTERS

1. The sale of tickets or charging for admission to any event held at any community center is strictly prohibited.
2. No private parties of any kind (Except Cramer Hill Community Center). Parties held at Cramer Hill Center may require obtaining services of off duty police officer at your expense.
3. Arrival and departure times listed on permit must be adhered to, and will be strictly enforced.
4. **When your event is over you must:**
 - ❖ Clean Kitchen Area
 - ❖ No cooking allowed at the **Cramer Hill Community Center**
 - ❖ Check bathroom; (Children must be monitored in bathroom at all times)
 - ❖ Pick up and dispose of trash on floors, etc

5. **When using the Kitchen Area, you must supply the following items:**

- ❖ Pots and pans, Serving utensils
- ❖ Plates, cups, napkins, forks, knives, spoons
- ❖ Paper towels, napkins, trash bags, etc
- ❖ Dish Detergent
- ❖ Refrigerator Does Not Hold Ice

6. Decorations may be put up with **tape only**, that **you must supply**

7. **NO PUBLIC PHONE, Telephone In Office For Staff Use Only**

DATED

SIGNATURE: AUTHORIZED GROUP REPRESENTATIVE

DATE

SIGNATURE: AUTHORIZED GROUP REPRESENTATIVE

Please describe nature of activity event: _____

City Use Only:

YOUR APPLICATION FOR A PERMIT TO USE ABOVE LISTED FACILITY IS APPROVED SUBJECT TO THE FOLLOWING LIMITATIONS:

**AUTHORIZED BY THE CITY OF CAMDEN
(Not Valid Without the Signature of the Director)**

COMMUNITY FACILITY STAFF

DATE

DIRECTOR OF HUMAN SERVICES

DATE

FEE

DATE PAID



**CITY OF CAMDEN
DEPARTMENT OF HUMAN SERVICES
PERMIT FOR USE OF COMMUNITY/GYMNASIUM FACILITY / CENTER – Insurance Form**

Date of Request: _____ (subject to availability)

Name of Applicant/Lessee: _____

Address of Applicant: _____

Date of Event: _____

Location of Event (Choose one):

- _____ Malandra Hall Community Center (East of Merrimac & New Jersey Avenue)
- _____ North Camden Community Center Gym (6th & Erie St)
- _____ Isabel Miller Community Center (8th & Carl Miller Blvd)
- _____ Cramer Hill Community Center (1035 Reeves Avenue)
- _____ Broadway Community Center (713-715 Broadway)
- _____ Martin Luther King Community Center (1151 Haddon Avenue)
- _____ Water Tower (Everrett St & Rose St)

Time of Event: From _____ To _____ (6 hour max, must end before 10pm)

Approximate Number of Attendees /Guests: _____

Coverage Desired: General Liability Only (No alcohol will be consumed)

Eligible Events: Any event type not appearing below must be sent to home office for approval

- Private Party/Function (ex. Birthday party, baby shower, wedding reception, repass)
- Organizational Meeting/Activity (ex. Seminar, Reunion, Lecture, Business Meeting)
- Community Activity (ex. Art Exhibit, Fashion Show, Theatrical Performance)

DESCRIPTION OF EVENT: _____

Signature of Applicant: _____ Date: _____

The primary purpose of this insurance is to protect City of Camden from loss arising out of your use of the premises for this event. You or your organization will also be named as an additional insured under this policy which will provide the required policy limits of \$500,000 for General Liability.