



Borough of Montvale

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Policy for the use of the Borough of Montvale Senior & Community Center One Memorial Drive, Montvale, NJ

I. Policy

The Montvale Community Center is intended primarily for programs sponsored by the Borough of Montvale. Other non-profit organizations that may use the center and are subject to the regulations of the policy.

Borough of Montvale reserves the right to waive or amend any portion of this policy.

II. Regulations

- A. Programs sponsored by the Borough or jointly sponsored by the Borough and other entities have priority over other uses. Certain time periods may be reserved on a regular basis for Borough use and programs.
- B. The availability of the Senior & Community Center for programs not related to the Borough are follows:
 1. The Senior & Community Center is available for civic, educational, and cultural non-profit groups and community related events.
 2. The Senior & Community Center shall not be available for social events such as birthday, graduation, or retirement parties, etc.
 3. The Senior & Community Center shall not be available for use by for-profit groups, businesses or individuals for;
 - Money raising events, projects or programs
 - Events which offer items or services for sale or which include overt solicitation of clients for products or services;

III. Use of the Kitchen

- A. An application for use of the facility/kitchen must be completed and returned to the Borough of Montvale at least 14 business days prior to the event. The completed form and a check (no cash) for \$200 made payable to the **Borough of Montvale** is required to be submitted with the application.

The deposit, either all or part will be returned pending an inspection of the kitchen after the event by the DPW Superintendent or designee. The borough may retain the deposit to help cover the cost to restore the kitchen to its original state. If the organization is found to be negligent in using the kitchen or facility, that organization will be denied future access.

Prior to vacating the center ensure that the lights are off, the center is clean and the building is locked. If the kitchen key or the FOB is lost or damaged the borough reserves the right to charge the user with the replacement cost.

Please return the FOB to the borough administration office the next business day after using the center.

The use of tobacco products & alcohol within the Montvale Senior & Community Center is strictly prohibited.