

**Ridgewood Department of Parks & Recreation**  
**259 North Maple Avenue, Ridgewood, NJ 07450**  
**Phone: 201-670-5560**  
**Fax: 201-652-5498**  
[recreation@ridgewoodnj.net](mailto:recreation@ridgewoodnj.net)

**Rules and Regulations Governing Use of the Stable at Maple Park**

The Stable shall be available for use as explained under the following rules and regulations:

- I. **Administration** – All application requests for the use of the building or portion thereof shall be made to the Director of Parks and Recreation at least 30 days in advance of the date (s) requested on the attached form, and is subject to review under the conditions and limitations included below. All applications must include a completed Hold Harmless Agreement. In addition, a Certificate of Liability, in the amount of \$2,000,000 aggregate, naming the Village of Ridgewood as additional insured, will be required for certain circumstances.

- II. **Priority** – The use of the rooms and facilities shall be available to local Ridgewood organizations in accordance with the following order of priority:

**Class A:** Groups meeting under the sole jurisdiction of the Parks and Recreation Department and activities of “recognized groups” by the Department of Parks and Recreation.

**Class B:** Official business meetings of Village municipal government agencies, Board of Education, boards and committees.

**Class C:** Local branches of clubs and groups, both charitable and/or civic in nature.

**Class D:** All other groups, organizations or individuals.

- III. **Fee Schedule**

IMPORTANT NOTES: Additional fees will apply to large groups.

**Class A & B:** For all organizations falling in priority Class A and B there shall be no charge for meeting rooms during normal work hours, Monday through Friday, 9:00 a.m. to 4:00 p.m. Security charges apply for evening hours and weekends that require staffing - \$50 per hour or any part thereof (2 hour minimum).

**Class C:** For priority Class C, the following charges will apply (2 hour minimum all rooms):

- Small meeting room (Activity Room – main level) - \$40 (2 hours)  
\$20 per hour thereafter  
or any part thereof
- Conference Room – (Bolger Room)- main level - \$40 (2 hours)  
\$20 per hour thereafter  
or any part thereof
- Large meeting room (Community Room – lower level) - \$50 (2 hours)  
\$25 per hour thereafter  
or any part thereof

Other than the above rates, a security fee of \$50 per hour, and any portion thereof, will be assessed during weekends and public holidays, as well as evenings after 4 p.m.

Where Classes A, B, & C meet for social or fundraising purposes, rather than regular meetings, an additional \$30.00 fee per hour, or any portion thereof, shall also be charged.

**Class D:**

Applicants, other than the before-mentioned in Class A, B, & C, requesting use of the Stable facilities for programs, meeting purposes, social gatherings and/or fundraising events shall have the following fees applied:

- Rental Fee - \$130 first two hours (2 hour minimum)  
\$ 30 each additional hour and any portion thereof.
- Security Fee - \$50 per hour or any part thereof for Friday, Saturday, Sunday and holidays (additional security required for groups over 50)
- Kitchen and On Site Equipment Use – A \$100 fee will apply for use of the kitchen appliances, tables, chairs, electronics/technology (i.e. televisions, VHS and DVD players, projector and screen).
- Non-Resident Use Fee – All non-Ridgewood based groups must pay an additional \$50.00 building usage fee.

Additional Fees for Large Groups

Village services requested for large groups will be assessed and additional fees will apply. (Examples include delivery of picnic tables, garbage and recycling containers, grills, etc.) Large groups (over 50 attending) will also require one (1) additional Village staff member for security of the building at the rate of an additional \$50 per hour or any part thereof.

**IV. Conduct of Meetings**

- a) The conduct of meetings will be respectable and well governed.
- b) Children should be responsibly supervised by adults.
- c) No unpatriotic acts or actions will be permitted.
- d) No alcoholic beverages permitted in building or on adjacent Village property.
- e) No smoking permitted inside of the building or on the surrounding parkland.
- f) No part of the building except the space(s) permitted in the approved application will be entered or used.
- g) Building must be vacated by 4:00 p.m. if used during the day, and 10:00 p.m. if used in the evening. All individuals must be out of the building at the designated closing time listed on the attached application.
- h) Any group remaining after the designated closing time must pay additional security coverage and building use fees (one hour minimum charge). Setup and clean-up time must be included in your request.

**V. Admission Charges or Alternative Fundraising Activities**

- a) No gambling or raffles of any type shall be permitted without proper permit from the Village Clerk's Office.
- b) Approval is required for groups to conduct sales or dinners to raise money in support of a particular activity.

**VI. Equipment/Care of Facilities**

- a) The Village can provide equipment as listed for the Kitchen/Equipment Fee (as available).
- b) Groups permitted the use of the building shall not disturb the physical plant in any way unless prior approval is granted by the Department of Parks and Recreation.
- c) All groups are responsible for any damages or defacement to the facility and / or surrounding Village property.

- d) No permanent signs, posters or exhibits of any kind shall be hung or placed in or about the premises.
- e) After use of kitchen, all equipment and supplies must be left in a clean and presentable condition.
- f) The total care and maintenance of the facility is the responsibility of the applying group.

**VII. Parking**

On-site parking includes the main level on top and the lower level behind the Stable. Additional parking areas include Mastin Place (across N. Maple Avenue), the Graydon Pool parking lot (corner of Linwood Ave and Northern Parkway, and Meadowbrook Avenue (north of the Stable off of North Maple Avenue).

**VIII. Application and Payment of Charges**

All applications shall be made on official facility use form, signed by a representative of the applying group, and submitted to the Director of Parks and Recreation. Where a charge is applicable, a check in the amount of such charge shall become due after rental charges confirmed in writing to applicant. Do not mail payment until written confirmation is received. Where use of space is granted for a recurring use, payment shall be made at least two weeks in advance of scheduled date or space may be re-assigned. All checks are made payable to: Ridgewood Department of Parks and Recreation.

The Parks and Recreation Department and the Village of Ridgewood shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the premises.

Prior to an activity and upon the conclusion of a program, an official of the organization and a representative of the Department of Parks and Recreation shall normally check the condition of the premises. Both parties shall note the condition of the premises, with particular concern to any damage or shortage. Payment for any such damage or shortage must be made by groups causing said condition, and permission to hold subsequent meetings may be withheld until such payment is made. In cases of extreme facility misuse, further use of the building will be denied.

No permission for use of the building shall exceed a one-year long period. All long-term requests must be reconfirmed annually at least 30 days before the initial desired date.

The Director of Parks and Recreation at any time reserves the right to change or amend the foregoing regulations or to withdraw from any organization or person the privilege of using the facility or deny use of the facility, all within his discretion.

# Department of Parks and Recreation

259 North Maple Avenue, Ridgewood, NJ 07450

Phone: 201-670-5560

Fax: 201-652-5498

[recreation@ridgewoodnj.net](mailto:recreation@ridgewoodnj.net)

## APPLICATION FOR USE OF THE STABLE

Name of Organization \_\_\_\_\_ Date: \_\_\_\_\_

Address of Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

### PERSON RESPONSIBLE FOR THE CONDUCT OF MEETING (IF OTHER THAN ABOVE)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

### BUILDING INFORMATION

Application is hereby made for the use of \_\_\_\_\_ (designate part of the building desired)

Date(s) Requested \_\_\_\_\_ Day(s) of the Week \_\_\_\_\_ Specific Hours \_\_\_\_\_ to \_\_\_\_\_

Alternate Date(s)/Time(s) \_\_\_\_\_

**IMPORTANT: If approved, the building will be open and available only during the specific hours requested on this form.**

Expected Attendance \_\_\_\_\_ Is Admission Charge Planned? Yes \_\_\_\_\_ No \_\_\_\_\_

Provide details of the event that you wish to conduct: \_\_\_\_\_

**USAGE FEE: DO NOT** send fee with this application. Charges will be determined in accordance with the official rules and regulations governing use of the building. Terms of building usage and fee requirements will be confirmed by mail to the applicant (contact person) listed above.

It is understood that, at any time, the Department of Parks and Recreation reserves the right to cancel any or all reservations or use of any portion of the building if it is deemed necessary.

It is further understood that rules and regulations regarding the use of the building are to be strictly obeyed subject to the forfeiture of use of the building.

The Parks and Recreation Department and the Village of Ridgewood shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the Stable premises.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### **FOR DEPARTMENT USE ONLY**

Usage Fee _____	Stable Rental _____	Director of Parks and Recreation _____
_____	Security Fee _____	Approval Date _____
_____	Kitchen and On Site Equipment Use _____	
_____	Non-Resident Fee _____	
_____	<b>Total Fee</b> _____	

Additional Requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Village of Ridgewood

## HOLD HARMLESS AGREEMENT

Between the Village of Ridgewood and \_\_\_\_\_  
(Name of Organization using facility)

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

Telephone & Cell: \_\_\_\_\_

Type of Organization (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of the use of \_\_\_\_\_, on  
The following dates: \_\_\_\_\_ for the  
purpose of \_\_\_\_\_, the undersigned agrees to  
indemnify and hold the Village of Ridgewood and its officers, agents and employees harmless from  
any and all liability, claims, costs, costs and attorney's fees arising out of the use of the property  
referred to above.

We understand that this Hold Harmless Agreement also requires that the Village of Ridgewood be  
indemnified from any losses or damages resulting from the acts or omissions from any guest,  
participant, visitor or other person attending the event herein referred to. In order to induce the  
Village of Ridgewood to accept this Hold Harmless Agreement, the following information  
concerning the intended use of the premises is furnished on the Application for Use of The Stable  
Meeting Rooms.

The person signing this Agreement on behalf of the named organization has the authority to do so as  
set forth on the attached special meeting of the organization so designating.

This Agreement shall remain in full force and effect for any continued, additional or postponed date  
for the event indicated.

The Village of Ridgewood reserves the right to cancel or interrupt the event if the representations  
set forth in the original Application are not adhered to or if the Village of Ridgewood determines  
that a situation that might lead to personal injury, property damage or violation or law exists.

Signed the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ as the binding act in deed of  
\_\_\_\_\_.

Name of Organization

Authorized Signature \_\_\_\_\_

Print Authorized Name & Title \_\_\_\_\_