

**AN ORDINANCE DELETING AND REPLACING CHAPTER 350 OF THE  
CODE OF THE BOROUGH RE: RENTAL OF THE SENIOR CENTER**

**WHEREAS**, the Mayor and Council of the Borough of South Plainfield desire to amend the Borough Code as to fees, rules and regulations for the rental of the South Plainfield Senior Center;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of South Plainfield, County of Middlesex, State of New Jersey that Chapter 350 of the Borough Code shall be deleted and replaced as follows:

**USE OF SENIOR CENTER**

**Section 350-1. ORGANIZATIONS UTILIZING THE SENIOR CENTER**

A. The use of Senior Center (hereinafter "Center") may only be permitted, without charge, to boards, commissions, committees and agencies of the Borough. With the exception of the Library and Recreation Department, each Borough board, commission, committee and agency shall be entitled to use the Center once per year.

Borough boards, commissions, committees and agencies shall be defined as any group formed under the Borough Code and designated as a board, commission, committee or agency whose members have been appointed pursuant to the Borough Code by the Mayor or Borough Council, as the case may be. Borough boards, commissions, committees and agencies may only utilize the Center for public purposes.

B. The South Plainfield Free Public Library and Recreation Department may use the Center as needed each year. The Library Director and Recreation Director may request use of the Center for any program run by their respective organization or department which is intended to benefit the public. They must comply with all provisions of this Chapter for such use. The request shall be made to the Director of the Senior Center who shall have full and absolute discretion in the determination of whether such use shall be permitted.

**Section 350-2. RESERVATION PROCEDURES**

Reservation requests must be submitted at least 14 calendar days prior to the requested date. One individual shall be designated as the responsible party for the requesting board, commission, committee or agency and such person shall be the responsible party and assume the responsibility for the cleanup of the Center.

**Section 350-3. ADDITIONAL USE**

Any board, commission, committee and agency which has used the Center may

request one additional use of the Center in any calendar year, such request to be made to the Mayor and Council who shall have full and absolute discretion in the determination of whether an additional use will be permitted to such board, commission, committee or agency.

#### **Section 350-4. SETUP AND TAKE DOWN**

Setup and take down may take place only on the date and time designated by the Center. Access to the building prior to the use time for setup must be confirmed in advance. The board, commission, committee or agency using the Center shall be responsible for all setup and take down.

#### **SECTION 350-5. USE OF KITCHEN**

Permission to use the Senior Center may include use of the kitchen. Kitchen users must make their own catering arrangements, and arrange for cleaning the kitchen after use. The kitchen shall be used for heating/warming purposes only. No cooking shall be allowed.

#### **SECTION 350-6. SIGN AND DECORATION PLACEMENT**

All signs, decorations, scenery, etc. shall be erected without defacing the facility in any way, and shall be subject to the approval of the Senior Director. All signs, decorations, scenery, etc. shall be installed and removed from the facility within the time reserved. No items or materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch, or otherwise mar the surfaces. No smoking, use of candles, open flames and/or decorations which may be flammable or combustible, smoke or fog generating equipment or apparatus shall be allowed.

#### **SECTION 350-7. SENIOR CENTER'S CLEANING STAFF**

The Senior Center's cleaning staff shall ensure the Center is cleaned following the event. Only Senior Center staff shall be allowed to take down tables or chairs following the event. While the Center's cleaning staff does the cleaning, the board, commission, committee or agency shall remain responsible for the following:

- A. Cleaning of rooms:
  - 1. Removal of decorations and personal items from the facility.
  - 2. Place all garbage into the garbage cans.
  - 3. Pour all liquids down the drain, and do not place in garbage cans.
  
- B. Cleaning of kitchen if used:
  - 1. Empty all garbage containers into the outside dumpster.
  - 2. Wipe off all countertops (dish towels are available in kitchen).
  - 3. Empty coffee maker and clean coffee pots.

4. Put all items back in the respective areas.
5. Do not remove towels from kitchen areas, hang over sink to dry.
6. Do not use dish towels to clean up spills or for cleaning purposes.
7. Do not remove any item which belongs to the Center.
8. Users shall bring their own containers to take leftovers from the Center.

Failure to follow these cleaning guidelines may result in the withholding of permission to use the Senior Center in the future.

#### **SECTION 350-8. NO SMOKING POLICY**

The Senior Center is a NON-SMOKING FACILITY. Smoking is permitted outside only, and all cigarette butts must be deposited in containers provided.

#### **SECTION 350-9. NO ALCOHOL ALLOWED**

Alcohol is not permitted in the Senior Center or on its grounds.

#### **SECTION 350-10. SECURITY**

The Senior Center Director may, at their discretion, require security permits. Security will be provided by the Center at a charge. The board, commission, committee or agency shall be responsible for paying the charge. Security may be requested by the board, commission, committee or agency, or may be required by the Director in the Director's sole discretion.

#### **SECTION 350-11. INJURY/LOST ARTICLES**

The Borough of South Plainfield and the Center assume no responsibility for accidents, injuries, lost or damaged articles while attending a meeting or event of a group.

#### **SECTION 350-12. FIRE REGULATIONS**

A fire permit application must be completed and returned to the Senior Center, along with final payment. The Center staff shall provide a copy of the application to the board, commission, committee or agency. The application may be filled out and mailed, faxed or dropped off to the Bureau of Fire Prevention, 123 Maple Avenue, South Plainfield, New Jersey 07080.

All groups must observe the following fire regulations:

- A. Use of open flames is prohibited.
- B. Electrical extension cords and decorations must be flame proof.
- C. Exits, corridors and hallways must be free of obstructions at all times.
- D. Persons may never stand in aisles of exit.
- E. Maximum capacity numbers in rooms must be observed.

### **SECTION 350-13. NOTICE OF RESPONSIBILITY/LIABILITY**

The Borough of South Plainfield and the Center shall be responsible only to maintain the building and its structural components and systems, such as plumbing, lighting and electricity in a safe and operable condition. Neither the Borough nor the Center shall be responsible for the conduct of persons participating in events held at the facility. It shall be the board, commission, committee or agency's responsibility to see that all participants use the facility in a safe and reasonable manner and obey all laws.

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### **SECTION 350-14. POLICY EXCEPTIONS:**

Any exceptions or variations to this policy will require the prior approval of the Mayor and Council. Requests must be made in writing and accompany the written application for use of the Senior Center. The Mayor and Council have the final authority for all decisions.

This Ordinance shall take effect upon final passage and publication in accordance with New Jersey law.