

RESOLUTION NO. 19-96

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODBURY
AUTHORIZING THE CITY OF WOODBURY
GATHER COMMUNITY CENTER REGULATIONS**

WHEREAS, the City of Woodbury has a vision for community and economic development that includes creating and maintaining a community gathering space that shall be used for recreational, social, educational and community development, known as Gather; and

WHEREAS, the City of Woodbury shall have regulations known as the City of Woodbury Gather Community Center Regulations governing the use of the Gather building as attached hereto and incorporated herein at length; and

WHEREAS, a permit, known as Gather Event Permit, shall be required for the use of the Gather building as attached hereto and incorporated herein at length; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Woodbury that the Council formally approves and adopts the regulations and form of permit required for the use of the Gather forthwith after the adoption hereof.

THIS RESOLUTION IS DULY ADOPTED at the Regular Meeting of the City Council of the City of Woodbury held on this 14th day of May, 2019.

CITY OF WOODBURY



By:

TRACEY PARKER
President of Council

ATTEST:



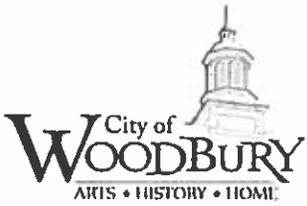
DANEEN D. FUSS, Clerk

Council Member	Ayes	Nays	Abstain	Absent
Councilwoman Carter	✓			
Councilman Fleming	✓			
Councilman Johnson	✓			
Councilman McIlvaine	✓			
Councilwoman Miller	✓			
Councilwoman O'Connor	✓			
Councilman Swanson	✓			
Councilwoman Tierney	✓			
Council President Parker	✓			
Mayor Floyd				

CERTIFICATION

I, Daneen D. Fuss hereby certify that the foregoing Resolution was adopted by the City Council, of the City of Woodbury, in the County of Gloucester and State of New Jersey at the annual reorganization meeting held on **May 14, 2019** at the Gloucester County Ceremonial Courtroom, 1 North Broad Street, Woodbury, New Jersey 08096.

Daneen D. Fuss
City Clerk



CITY OF WOODBURY GATHER COMMUNITY CENTER REGULATIONS

(4/17/19 version)



The GATHER community center is part of the City Of Woodbury vision for community & economic development.

MISSION STATEMENT

To create a community that's thriving because everyone is valued and has the resources they need to be successful. GATHER is committed to creating and maintaining a community gathering space that respects and values diverse life experiences. We engage the perspectives and voices of our community and ensure they are reflected in our culture.

OWNERSHIP

The Community Center is owned, operated and maintained by The City of Woodbury, New Jersey.

NAME

The building shall be known as GATHER.

OBJECTIVE

The Gather building shall be used for recreational, social, educational and community development activities. It is available for private use as well as non-profit organizations for civic and social betterment of the City of Woodbury, for a use fee if applicable.

STRUCTURE & GROUNDS

An innovative semi-permanent multi-use venue in the heart of Woodbury, New Jersey. 2700 square feet of indoor space. 6000 square feet of outdoor space, including a musical sculpture park. ADA compliant.

CAPACITY

Maximum occupants inside the structure shall not exceed 160, with an additional 200 occupants in the outdoor space. Total maximum occupants shall not exceed 360.

COMMUNITY CENTER MANAGEMENT PLAN

1. Community Events Coordinator responsibilities
 - a. Facility schedule
 - b. Tours
 - c. Fielding calls and questions
 - d. Receiving and approving applications
 - i. Verifying insurance
 - ii. Verifying permits
 - iii. Collecting fees
 - e. Cleaning & maintenance scheduling
 - f. Accountability of community center equipment and verification of damage
 - g. Provide a report & recommendations for semi-annual advisory committee

- h. Responsible for general marketing, social media, updating website and digital event calendar
 - i. Serve as the designated contact person during events at the facility in the case of a need or emergency
2. City Hall
 - Distribute keys to access facility (based on contract)
 3. Advisory Committee

A committee comprised of representatives from local non-profits, members of the community and 1 member from each of the City Development Committees. Maximum of eight members. All members are appointed by the Mayor. Committee acts in an advisory capacity concerning the operations and management of the Community Center.

- a. A minimum of one-half of the full Committee membership shall constitute a quorum for voting purposes.
- b. Committee members shall serve for a period of two years and may be re-appointed for additional 2-year terms.
- c. The committee shall have a Chairperson and a Secretary.
- d. The Chairperson will be the council representative from the Community or Economic Development Committee.
- e. Responsible for scheduling and presiding over meetings of the Committee.
- f. The Recording Secretary shall be appointed by the Chairperson.
- g. Prepare and maintain records of all business conducted by the Advisory Committee.
- h. Meeting Schedule
- i. The Committee shall meet semi-annually in February and October.
- j. Additional meetings may be scheduled if necessary.
- k. Responsibilities:
 - l. Recommendations for building maintenance and improvements.
 - m. Reviews budget and recommendations report on an annual basis.
 - n. In the event that the property, on which the community center stands, is no longer available, the committee shall provide recommendations for a new location and strategy.
 - o. Marketing plan and collateral revised by committee yearly.

APPLICATION PROCEDURE

1. Application for use of the Community Center will be available at City Hall or online at (web link)
2. A completed application for use, proof of insurance, hold harmless agreement and permits (if required) must be provided.
3. The application will be submitted to City Hall, reviewed by the Community Events Coordinator and final approval by the City Administrator.
4. Upon approval, deposits must be paid in full to The City of Woodbury.
5. All applications shall be maintained on file in the City Clerk office.
6. City of Woodbury reserves the right to reject any applications based on convenience.

Use fees, deposits, insurance requirements, use agreement, and other applicant responsibilities shall be noted on the application and elsewhere herein.

FEE SCHEDULE

1. Registered NJ non-profit organizations located within the boundaries of The City of Woodbury, including, Woodbury Public Schools, County Government, and non-profit associations WILL NOT be responsible for a use fee but, MAY be responsible for a cleaning deposit.
2. Fee Schedule: includes use of building and grounds. All fees and deposits are subject to change at any time.

YEAR-ONE PROMOTIONAL RATES:

DAY	RENTAL FEE	MINIMUM	CLEANING DEPOSIT	PAYMENT SCHEDULE
SUNDAY - THURSDAY	\$25/hour (maximum \$200)	3 hours	\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.
FRIDAY - SATURDAY	\$25/Hour (maximum \$300)	4 hours	\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.
WEEKLY RENTAL (5 or 7 day) WEEKEND RENTAL (F/Sat., Sat./Sun.)	\$100/Day \$250/2 Days		\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.

**The Advisory Committee will review and make yearly recommendations on fee structure

GATHER BUILDING USE

1. Responsibility of Applicant
 - a. Applicant agrees to comply with all rules and regulations as noted on the application form.
 - b. Gather building is available for activities 8am - 10pm. Setup/teardown can occur before/after these operating hours.
 - c. Any event held at the Gather building shall have adequate adult supervision for the safe and efficient operation of the planned event.
 - d. The applicant shall be responsible for the conduct of all persons using the facility.
 - e. The applicant shall be responsible for returning the facility in broom-clean condition (Building & Grounds). This includes:
 - i. All furniture/equipment taken down and neatly put away in the storage trailer, unless otherwise instructed by the Community Service Coordinator.
 - ii. All personal items, decorations, food, etc. removed.
 - iii. All trash/recycling shall be picked up, bagged and placed outside in provided receptacles or disposed in the dumpster.
 - iv. Additional fees will be assessed if there is damage to equipment, structure or grounds, as well as a \$50/hour maintenance fee if facility not left in original condition. This maintenance fee will deducted from the applicant's cleaning

deposit and applicant shall be responsible for reimbursing the City for any maintenance fees in excess of the cleaning deposit.

v. All spills should be cleaned up and furnishings wiped down as needed.

2. Access Procedures

- a. An applicant will be allowed to access the building up to 1-hour prior and 1-hour after a scheduled event for set-up/teardown purposes, at no additional fee.
- b. An applicant will be required to pick up the appropriate keys for the building from City Hall during regular city hours.
- c. When finished, the applicant is responsible locking the facility (including the storage container) and dropping the keys into the on-site lockbox.
- d. The applicant shall report any damage to the building, equipment or anything found not to be operating properly within 3 days of use.
- e. The applicant will be charged a \$25.00 fee for missing or lost keys.

3. Decoration

- a. No taping or stapling to the structure or any of the equipment, including all glass, aluminum and vinyl parts.
- b. No open flames but catering "sterno" trays are permitted. No grills, gas or otherwise are allowed inside of the structure at any time and applicant is required to comply with all special permitting as may be required.

4. Alcohol

- a. Alcoholic beverages are permitted with the proper permitting and insurance (as required).

5. Damage

- a. The applicant shall be responsible for any damage to the Gather building, during the planned event. If any damage occurs, the applicant is required to report it to the City Clerk.

6. Smoking. No smoking is permitted inside of the Gather building. Smoking is permitted outside of the Community Center building in designated smoking areas only. Applicant is responsible for policing this area as a part of its cleanup responsibilities.

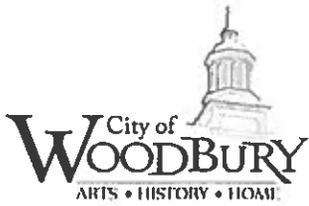
INSURANCE & PERMITTING REQUIREMENTS

1. Insurance and Release

- a. The organization/person shall provide Owner with a Certificate of Insurance naming Owner as an "Additional Insured" hereunder in accordance with the following schedule of minimum coverage's:
 - i. Minimum Limits; General Public Liability \$1,000,000.00 per person; \$2,000,000.00 per occurrence; \$100,000 property damage
 - ii. Minimum limits may be achieved by combining a base policy of insurance with an "Umbrella" policy of insurance to achieve the minimum coverages recited above. All policies of insurance shall contain coverage for all claims resulting in personal injury or death or damage to property, and a certificate conforming to the provisions of this subparagraph shall be provided to the City not less than seven (7) days prior to the date of the scheduled event.

2. ABC Social Affair Permit

- a. Qualifying organizations submit an application to the ABC and shall comply with all applicable laws regarding same.



GATHER EVENT PERMIT

Must be submitted a minimum of 30 days prior to event.
This permit must be filled out by any person conducting an event at the City-owned Gather property.

Permit # _____

Date(s) of Event: _____

Event Time: *Be sure to account for set-up and clean-up*

From _____ am/pm

To: _____ am/pm

Check all that apply:

- Birthday Party/Wedding
- Festival
- Fundraiser
- Concert
- Other _____

Number of 60" round tables needed? (15 Available) _____

Number of 30" cocktail tables needed? (10 Available) _____

Number of 8"x30" banquet tables needed? (15 Available) _____

Number of chairs needed? (200 Available) _____

Cleaning deposit of \$100 included with application? Yes ___ No ___

Is your 50% non-refundable fee included with this application? Yes ___ No ___

The balance of your fees are due no later than 7 days prior to the start of your event. No exceptions.

Are all addl. permits included with this application? Yes ___ No ___

Title of Event: _____

Name of Applicant and Organization: _____

Is your organization a registered NJ nonprofit located within the boundaries of the City of Woodbury? Yes ___ No ___

Address: _____

Cell: _____ Email: _____

Contact info/day of event: _____

Estimated Attendance: _____

Insurance Certificate Provided (attach to application): Yes ___ No ___

INSURANCE REQUIREMENTS:

Additional Insured on Insurance Certification must name the following "City of Woodbury including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers." Insurance Cancellation Notice must read as follows: "It is understood and agreed that sixty (60) days advance written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change in Coverage will be mailed to: City of Woodbury Park Permits, P.O. Box 180, Woodbury, NJ 08096. "The Gather Facility User shall not be allowed access to the facility until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality."

Don't have insurance and need to buy at a discounted rate? Consider the TULIP program (Tenant Users Liability Insurance Policy) offered through the City's Joint Insurance Fund- <https://tulip.onebeatoneentertainment.com/e/tulip.apply.aspx>. Use the City of Woodbury Venue ID Code (GNTI-910) and follow the instructions on the website. They will provide you with an insurance certificated after submission of information and payment.

DO YOU NEED ADDITIONAL PERMITS?

Are you holding a Raffle, Bingo or 50/50? Yes ___ No ___
You must contact the City Clerk (856) 845-1300 x 125

Are you serving or selling alcohol? Yes ___ No ___
You must obtain a Social Affairs permit from the Department of Alcoholic Beverage Control. An additional \$50 fee is required pursuant to Chapter 55-10 of the Woodbury City Code to cover costs of application review.

Will you be serving or selling food? Yes ___ No ___
You must obtain a permit from the NJ Department of Health.

Will food be prepared at the event? Yes ___ No ___
Food cannot be prepared inside the Gather structure. If you intend to use propane, charcoal, or sterno's, you must contact the Woodbury Fire Marshall at (856) 845-1300 x 303.

Please return all Special Event/Park Permit Application requests to: CommunityServiceCoordinator@woodbury.nj.us

or fax to: 856-845-1309 or mail to: City of Woodbury, Special Events Permits, PO Box 180, Woodbury, NJ 08096

I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restrictions and conditions of the permit when issued. I hereby acknowledge responsibility for penalties associated with non-compliance with the permit conditions, whether or not I am present at the time of the violation. _____ (Initials)

I hereby certify the foregoing statements to be true and correct and agree to defend, indemnify and hold harmless the City of Woodbury, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events, and or criminal prosecution.

Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citation(s), fines and denial future permit applications.

Print Name: _____ Sign Name: _____ Date: _____

Total Amount Rec'd _____ Method of Payment: Cash Check

Attachments/Permits rec'd: _____

PLEASE NOTE: Permit must be in the possession of person/organization using facility, and it shall be presented for verification at the time of facility use, when requested. RAIN DATES MUST BE RESCHEDULED. If schedule changes, or if a scheduled date is not used, please contact CommunityServiceCoordinator@woodbury.nj.us to notify the City.

THIS PERMIT IS NOT TRANSFERABLE. Fire permit must be obtained from the Fire Marshal when appropriate at (856) 845-0066. Do not park vehicles on grassland. Obey noise ordinances. Life jackets must be worn in boats. You and/or your organization are responsible for cleaning up area covered by this permit, and subject to fines if cleanup not performed.

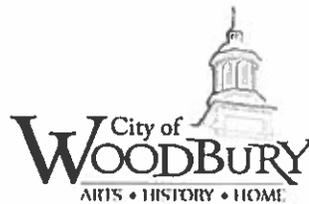
For City Use

Rcvd: _____ Appvd: _____ Dist: _____ (F,PD,PW,Cst,Admin) Ins Cert: Y N Inflat: Y N

Rain: _____ PWEquip: Y N Council Mtg: N Y:

KEEP THIS PERMIT WITH YOU THE DAY OF THE EVENT:

PERMIT #: _____



ISSUED TO: _____

EVENT: _____

DATE(S) APPROVED: _____

MUNICIPAL APPROVAL

DATE ISSUED

Woodbury's Gather Special Event

Application Instructions and

Requirements

The City of Woodbury requires at least one (1) month/30 days prior notice depending upon the size of the event, to complete the permit. The permit is sent to various city departments for approval.

The cost of the permit is detailed in Ordinance No. 2211-14 under Chapter 141 Peddling and Soliciting D. 5. A copy of the Ordinance is attached.

All non-profit organizations making application must provide a copy of their tax exempt status with their federal tax ID number.

The City Administrator, the Community Service Coordinator and the Chief of Police (if alcohol is being served) make the final approval to all Special Event Application requests.

INSURANCE REQUIREMENTS:

Additional Insured on Insurance Certification must name the following:

"City of Woodbury including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers."

Insurance Cancellation Notice must read as follows:

"It is understood and agreed that sixty (60) days advance written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change in Coverage will be mailed to: City of Woodbury Park Permits, PO Box 180, Woodbury, NJ 08096. The Facility User shall not be allowed access to the facility until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality."

ADDITIONAL PERMITS/APPROVALS REQUIRED

Please contact the Community Events Coordinator at 856-845-1300 to obtain the following permit applications:

- Food –Preparation / Sales and/or Distribution

Please contact the City Clerk at 856-845-1300 to obtain the following permit applications:

- Gambling / Casino Games / Raffle / 50/50

Please contact the Fire Marshal at 856-845-1300 x118 to obtain the following permits and/or approvals:

- Food – Grills, Propane, Charcoal, Open Flame

Please contact the Police Department at 856-845-0065 for the following:

- Alcohol permit

***NOTE:** *If you require street closings or will be obstructing, delaying or interfering with normal flow of pedestrian or vehicular traffic, you are required to make proper notice to all business and homeowners that will be affected by your event.*

NOTICE TO COMMUNITY

It is recommended that you notice the community about your event, if the event is open to the public. You must provide a copy of that notice a minimum of three (3) weeks prior to the event to the Administrator's office, the City's Clerk and the City's Community Service Coordinator. All notices to the public, residents and business owners affected by the event must be distributed at least two (2) weeks prior to the event.

FOOD SERVICE

If your event includes food, you must contact the Community Service Coordinator to find what permits will be needed for the event. Please indicate on your permit application the type of food service you are planning:

- Free food to participants
- Food booths with food sales
- Food cooked off site and brought in
- No food is to prepared within the Gather building

You must also indicate if you are using:

- Gas grills
- Charcoal grills
- Electric Cooking appliances
- Propane

INSURANCE

Before the final permit can be approved, all the proper insurance documents must be received and approved by the City's solicitor and Emergency Management Team.

PERMIT CONDITIONS

Upon issuance of a permit, a number of "conditions" will be listed as part of your permit. These conditions must be followed during the course of your event. These conditions are required by law to be adhered to by the permit holder and any vendors or subcontractors involved in the event. Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citation(s), fines and denial of future permit applications.