



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.