

**General Regulations Governing Use of the Hanover Township
Community Center and Monroe Hall**

1. Monitoring of Events after Weekday Business Nights and Weekends:

The Township requires the presence of a monitor at all activities or events when such functions are held after 5:00pm and/or on weekends and holidays. The sponsoring organization will be responsible in reimbursing the Township for the hourly rate wages and any other direct administrative or utility costs associated with the monitor and operation of the Center, unless the Recreation Department is simultaneously using the facility for a meeting or event. **If the activity in the facility is cancelled without 24 hour notification to the Recreation Department, the individual or organization is responsible for payment of \$15/hour for the booked time to cover the cost of the proctor.**

2. Supervising and Chaperoning of Children and Adolescents:

The Township requires that one adult supervisor over 21 years of age must be present at all times for all youth groups (under 21 years of age). There must be one adult supervisor for each group of ten (10) children or adolescents.

3. Fee Required When Food is Served and Kitchen Utilized:

Any individual or group using either Monroe Hall or the Community Center's kitchen equipment and facilities is liable for any costs associated with the general maintenance and clean-up and/or the repair, replacement and restoration of the kitchen equipment and facilities if there is damage. The Township reserves the right to demand a payment of \$50 minimum charge covering any maintenance and clean-up costs and/or costs associated with the actual replacement or repair of equipment. Failure to reimburse the Township in full may lead to the permanent loss of utilizing the facilities for subsequent activities.

4. Overall Care and Maintenance of Township Property:

Applicants shall be responsible for the overall care and maintenance of all Township property. Any individual, group or corporation responsible for the damage or misuse of any Township property located with Monroe Hall or the Community Center (including but not limited to: carpeting, walls, furniture,

kitchen or office equipment, etc.) shall be obligated to reimburse the Township in full as restitution for any repair or replacement of Township property.

5. Utilization of Multi-Purpose Room:

Any individual, group, or corporation using the main meeting area will be responsible for setting up chairs and tables or other equipment. The storage of any items owned by a group, at the Community Center and Monroe Hall, must receive the approval of the Superintendent of Parks and Recreation.

6. Use and Consumption of Alcoholic Beverages:

The use and consumption of alcoholic beverages on the premises of the Community Center and Monroe Hall shall be in total compliance with the specific requirements established by the Township's Board of Recreation Commissioners.

7. Submission of Certificate of Insurance, Hold Harmless Agreement:

Any organization or corporation utilizing any of the facilities of the Community Center or Monroe Hall will be responsible in executing a Hold Harmless Agreement and complying with the following insurance requirements.

An original Certificate of Insurance showing evidence of minimum limits of Insurance coverage must be submitted.

Excess Liability Umbrella Coverage:

If possible, the organization or corporation shall make every effort to carry excess liability umbrella coverage in the amount of \$1,000,000 per occurrence and in the aggregate. The "Certificate Holder" section should show the full name "Township of Hanover" and the Township's address. The "Cancellation" section should indicate at least a fifteen (15) day notice of cancellation. The Certificate must be an original and signed by authorized representative from the user's insurance company.