OFFICIAL USE ONLY

Event Date: _____
Key #: _____

Deposit Paid: _____
Fee Paid: _____
Deposit Returned: _____
Key Returned: _____

COMMUNITY RECREATION CENTER USE APPLICATION

Please complete this application in ink. Please print legibly or type.
Only fully completed applications will be considered.
$50.00 cash deposit is required at the time of application. (Deposit is not required for non-profit organizations)

SECTION 1: Renter Information

Please indicate what type of renter you are:

☐	Stratford Resident	Please attach proof of Stratford residency (such as current tax or utility bill) and front page of homeowner's insurance
☐	Sterling District Resident	For Somerdale, Magnolia, Hi-Nella, or Laurel Springs residents, a Stratford resident sponsor is required. Please also attach the front page of your homeowners insurance
☐	Stratford Business	Please provide Tax ID and Insurance ($1,000,000.00 liability and Borough of Stratford as an additional insured)
☐	Non-Profit Organization	Please provide proof of 501c(3) or nonprofit status and insurance

Please provide two contacts for your event:

PRIMARY CONTACT ***(Primary contact should be the person requesting to rent the hall):***

Last Name _____ First Name _____ Middle _____ Title _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ E-mail Address _____

SECONDARY CONTACT ***(A secondary contact must be provided for approval of application):***

Last Name _____ First Name _____ Middle _____ Title _____

Home Phone _____ Cell Phone _____ E-mail Address _____

If Business or Non-Profit Organization – Organization Information:

Organization/Business Name

Address

City | State | Zip

Telephone | Fax

If Resident from Somerdale, Magnolia, Hi-Nella, or Laurel Springs - Stratford Sponsor Information:

Last Name | First Name | Middle | Title

Address

City | State | Zip

Home Phone | Cell Phone | E-mail Address

SECTION 2: Event Information

Please indicate what type of use you are proposing:

- ☐ Exercise Program
- ☐ Meeting
- ☐ Social Club: Daytime or Evening
- ☐ Private Party
- ☐ Other

Please describe your event in detail:

Note: If your event will have any kind of game of chance, a gaming license must be obtained

Date of Event	Start Time	End Time
/ /	:	:

Note: Due to other community organizations utilizing the facility or another function already scheduled, the date you request may not be available

Note: Evening events must end by 11:00 PM sharp. A minimal clean-up crew (five persons or less) may remain on site until 12:00AM. Please be considerate of our neighbors. No loitering in the parking lot.

SECTION 3: Fees and Requirements

All rentals require a $50.00 security deposit (with the exception of non-profit organizations).
All fees must be paid in cash

STRATFORD RESIDENTS

- **Fees**
  - Weekend events or events after 3:00 PM on weekdays - $250.00 for the first 5 hours
  - Weekday events (except Thursday) between 10:00 AM – 3:00 PM - $125.00 for 2 hours
  - Each additional hour - $50.00 per hour
- **Requirements**
  - Proof of Stratford residency (current sewer or tax bill or driver's license)
  - Declaration page of homeowner's insurance

STERLING DISTRICT RESIDENTS

- **Fees**
  - Weekend events or events after 3:00 PM on weekdays - $250.00 for the first 5 hours
  - Weekday events (except Thursday) between 10:00 AM – 3:00 PM - $125.00 for 2 hours
  - Each additional hour - $50.00 per hour
- **Requirements**
  - Declaration page of homeowner's insurance
  - Stratford resident as a sponsor
  - Sponsor must provide proof of Stratford residency (current sewer or tax bill or driver's license)

NON-PROFIT ORGANIZATION

- **Fees**
  - $25.00 per usage – for a max of 2 hours
  - Each additional hour – $10.00 per hour
- **Requirements**
  - Proof of 501c(3) or nonprofit status and insurance

BUSINESS/FOR-PROFIT ORGANIZATION

- **Fees**
  - $500.00 per rental – for a max of 4 hours
  - Each additional hour – $50.00 per hour
- **Requirements**
  - Tax ID
  - Certificate of Insurance with the Borough of Stratford as an additional insured) with the following specifications
    - Workers Compensation/Employers Liability – Statutory $500,000
    - General Liability – $1,000,000
    - Automotive Liability - $1,000,000
    - Umbrella Liability - $1,000,000/$2,000,000

SECTION 4: Rental Agreement

- The submission of this application does not guarantee use of the facility. All applications are reviewed on an individual basis. You will be contacted within fifteen (15) business days from the submission date of the application.
- If you have not heard within 15 business days, contact the Borough Hall at (856) 783-0600.
- Upon approval of application, balance of payment must be paid in full in cash prior to the event.

By signing below, I agree to obey all rules, regulations, and ordinances and to be responsible for the condition and maintenance of facility and proper behavior of guests. I will be totally and solely responsible for any damages done to the facility. I will be in attendance of the event for the duration of the event. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the Borough of Stratford, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Stratford, and against any and all claims, demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Borough of Stratford, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Stratford, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Applicant Name	Applicant Signature	Date
Stratford Sponsor Name	Stratford Sponsor Signature	Date

_____ Approved _____ Not approved

Borough of Stratford	Signature	Date