

## **COMMUNITY GROUP USE OF SUZANNE PATTERSON BUILDING**

### **Rules and Conditions of Use Agreement**

#### **I. Priority of use**

The Suzanne Patterson Building (SPB) is to be used primarily for the provision of the Princeton Senior Resource Center's (PSRC) programs and services to older adults in the Princeton community. The second priority of use is for municipal department functions, the third for other senior groups, and the fourth for organizations who meet non-profit criteria described in this agreement. The building may only be used by Federal 501c3 *non-profit* community organizations when not in use for senior or municipal activities. **PSRC and the municipalities reserve the right to preempt/cancel previously scheduled rentals.**

#### **II. Conditions of use**

1. All scheduling of SPB will be done by PSRC
2. Renters agree to **comply with all local and state ordinances**, including occupancy, noise and alcohol consumption, and absolve the Princeton Senior Resource Center and Municipality of Princeton from liability for any non-compliance.
3. Renters **must provide full payment of fees and deposits within one week** of reserving the space, including the signed contract, a liability insurance certificate, and proof of non-profit status. If payment and documents are not received within that time, the rental dates may be given to another party. The Police and Public Works Departments will be notified by PSRC of all after-hours use (weekends and after 5 pm on weekdays). Requests will be handled in the order received. Rental times must include set up and take down. Consideration must be given to groups that may precede or follow your rental-
4. **Keys must be signed out at the Police Desk**, which is located at the Municipal Building on 400 Witherspoon St, and returned immediately after an event to the police station, where the next group can pick it up. Lost key will result in a \$100.00 charge and loss of rental ability.
5. **Renters are responsible for their own set up, take down, and clean up.** -Renters are required to leave the facility broom clean, return all furniture and equipment to its proper place, and remove all trash/recycling to the appropriate receptacles (outside back door by restrooms, and remove all items brought into the building during the rental the kitchen (if rented) and restrooms are to be returned to a clean condition. Cleaning supplies are in the closet by the rest rooms for your use.
6. There is an **AED** near the front door, which may be used by any CPR-AED certified person.
7. Please note the locations of **fire extinguishers and exits** in the building. In case of fire, all parties must evacuate. Do not block exits. The Fire Department will turn off the alarm.
8. Do not plug 2 coffee pots into the same circuit or it will blow the fuse.
9. The temperature thermostat is pre-programmed and locked. Do not attempt to open the lock. If your group requires a different temperature, PSRC must be **notified in advance** of your rental. Please note that other renters use the building and may not have the same temperature needs as your group. PSRC reserves the right to determine a reasonable temperature for the building.

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10. At the conclusion of the rental period, all doors must be fully **locked** (push hard), lights turned off, and keys returned promptly to the police department.
11. There is no custodian on-site during most after-hours use. Any emergency should be reported to the police desk (609-924-4141) so they can report it to Public Works.
12. **Noise** is a serious concern, due to close proximity to residential neighbors. An application for a noise permit should be obtained from the Princeton Administrator's office prior to the event (allow 2 weeks) for any event that generates noise audible outside the building after 9 pm. Complaints may result in termination of permit.
13. All activities must end by **11:00 pm**. Clean-up may continue until 12:00 am.
14. All activities involving youth must have adequate number of adult chaperones who meet with PSRC staff and sign all forms. Additional police and administration approval may be required. All municipal, state and federal laws apply.
15. Consumption of alcoholic beverages containing more than 12% alcohol is not permitted. Alcohol permits must be obtained for public events. Smoking is prohibited both inside and outside the building, including the plaza area.
16. Use of the building is restricted to the areas defined in the agreement.
17. No decorations may be affixed to walls or sound baffles in any way. Hooks may be used on the picture rail. If a document is taped to the windows, the document and tape must be completely removed.
18. No pyrotechnics, open flames, candles, smoke or other flammables are allowed.
19. If any damage occurs, please leave a message at PSRC (609)-924-7108. Failure to respect the facility will result in the forfeit of rental fee and denial of future use. If there are any problems resulting from use that require extra custodial, repair, or maintenance time, a charge will be assessed to the renter/user. It is therefore requested that dance groups use soft-soled shoes.
20. Princeton Municipality and The Princeton Senior Resource Center shall not be held liable for injuries to persons occurring as a result of building use. An **insurance certificate** will be required for this purpose.
21. Fees for use are delineated below and on the rental agreement.
21. Cancellations:
  - a. Cancellation by Renter: if received at least TWO WEEKS prior to event, Renter will receive a credit less a \$50 processing fee.
  - b. Cancellation by Renter: if received TWO WEEKS or less before event, Renter forfeits payment for that event.
  - c. Cancellation by Renter due to inclement weather: Renter must inform PSRC of the cancellation within 3 business days of the cancelled event to receive credit on next rental.
  - d. Cancellation by PSRC/Princeton Municipality: will not be charged to Renter. PSRC and renter will determine a mutually agreed upon makeup date if available.

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22. Rental reservations can be made up to 6 months in advance.

III. Definitions

1. Certificate of Insurance: Renter to provide an insurance certificate for a minimum of \$1,000,000 liability coverage naming Princeton Municipality and the Princeton Senior Resource Center as additionally insured, to indemnify and hold harmless these bodies against any liability or loss occurring as a result of building use. A Certificate of Insurance is required for **all groups**
  
2. Not for Profit community-based organization. Evidence of federal 501c3 not-for-profit status and membership will be provided upon request.
  
3. Organizations may not discriminate against people on the basis of race, color, creed, age, religion, gender identity, marital status, disability, sexual orientation, national origin, ethnicity, financial status, or veteran status. Membership must be open to new members.

IV. Rental Fee Schedule

1. Use by municipal government/department and senior organization: no fee, contract required.
2. Use by outside group. All fees are for up to 4 hours of use:
  - a) Large Activity Room (63'x43') Weekdays - \$125
  - b) Large Activity Room (63'x43') Sat/Sun - \$150
  - c) Lounge/Conference Room (Rms 1&2) (17'x36') - \$100
  - d) Classroom 3 (14'x17') - \$45
  - e) Classroom 5 (18'x19') - \$45
  - f) Kitchen - \$45
  - g) Every Additional Hour Per Room - \$35

Direct all inquiries to PSRC's Rental Coordinator, Breana Newton – [bnewton@princetonsenior.org](mailto:bnewton@princetonsenior.org)

**We agree to the terms set out in this letter:**

\_\_\_\_\_  
**Name of Rental Organization**

\_\_\_\_\_  
**Designated Signer for Rental – Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Princeton Senior Resource Center**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**