

MISCELLANEOUS INFORMATION:

1. Any organization, except those listed in #1 under "Who May Reserve Space", wishing to reserve more than two (2) dates per calendar month or two (2) spaces within Township facilities will be charged a room rental fee for each additional space.
2. Rental fees are due within one week of approval. Make checks payable to "TOWNSHIP OF LIVINGSTON".
3. If a group is charged a fee, any part of an hour over the initial reservation will be charged at the posted rate for each additional hour to the nearest half-hour.
4. If an organization reserves space(s), but does not use the space(s) as requested without giving at least two (2) weeks notice, there will be no refund of fee.
5. A full refund or option to reschedule will be made available should the Township be required to cancel reservation for any reason.
6. If space is available at the Livingston Senior/Community Center, any organization requesting the use of another Township facility will be charged a fee.
7. For space availability and fee information, please contact the Recreation Office.
8. Facility reservation request forms are available at the Department of Recreation and Parks, 204 Hillside Avenue.

**Township of Livingston
Recreation & Parks Facilities**

**Senior/Community Center
Monmouth Court Community Center
Northland Recreation Center
Memorial Recreation Building**

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- ◆ Facility Hours
 - ◆ Reservation Request Procedures
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Department of Recreation & Parks
204 Hillside Avenue
Livingston, NJ 07039-3646
Phone: 973-535-7925
Fax: 973-535-2949
www.livingstonnj.org

WHEN THE FACILITIES ARE AVAILABLE:

1. Activities may be scheduled at all facilities:
Monday - Thursday 8:30AM—10:00PM
Friday 8:30AM— 5:00PM*
Saturday 9:00AM — 3:00PM*
Sunday 12:00PM — 5:00PM*
*Available by special request on a limited basis only: Friday and Saturday evenings until 10:00PM and all day Sunday.
2. Senior Drop-in activities at Livingston Senior/Community Center:
Monday - Friday 8:30AM— 4:30PM
Saturday 9:00AM - 3:00PM
3. Facilities are closed on all Township holidays. Please call 973-535-7925 for a detailed list.

WHO MAY RESERVE SPACE:

1. The following may reserve space within Township facilities as often as needed each month free of charge:
 - a. Township sponsored programs and events including Departmental meetings.
 - b. Township appointed boards and committees.
 - c. Township currently sponsored organizations.
 - d. Senior Citizen organizations.
 - e. Youth Sports Council organizations
2. Other organizations recognized as Livingston based may reserve up to two (2) spaces, based on space availability, within Township facilities up to two (2) times per calendar month free of charge. More than two (2) spaces or two (2) dates per calendar month will result in rental fees being charged for the later dates.
3. A Livingston based organization is defined as any non-profit organization, committee, chapter or branch, which satisfies any of the following criteria:
 - a. Has members appointed by Township Council.
 - b. Devotes it activities or resources to the Livingston community.
 - c. Has at least 51% current membership of Livingston residents.
 - d. Is devoted to enhancing the quality of life or provides programming/social activities to senior citizens of Livingston.

4. To be defined as a Livingston based organization as set forth in #3, documentation supporting non-profit status, certificate of insurance naming the Township of Livingston as additional insured for liability, property, and workers compensation needed at minimum of \$1 million limit AND one or more of the following items must be presented:
 - a. Member roster with current addresses submitted annually.
 - b. Charter or written description of organization's mission.
5. The Director of Recreation and Parks will determine if organizations satisfy the above criteria as Livingston based. Any organization not meeting the criteria will be charged an hourly rental fee and must comply with the Certificate of Insurance portion of Rule #4.
6. The Recreation and Parks Department reserves the right to preempt any confirmed reservation to accommodate Township sponsored activities.

HOW TO RESERVE SPACE:

1. A completed "Facility Reservation Request" form, Hold-Harmless Agreement, and current Certificate of Insurance as noted above must be returned to the Department of Recreation and Parks.
2. Reservation requests will be accepted for the 12-month period of July to June beginning April 15.
3. Reservations will be accepted no later than Wednesday of the week prior to the date desired. The weekly calendar runs Monday—Sunday.
4. The Recreation & Parks Department must be notified 72 hours prior to the event if additional space or time is needed. Due to space limitations, no guarantees of additional space or time are made even with 72 hours notice.
5. There will be a two (2) hour minimum for Friday and Saturday usage after regularly scheduled open hours and all day Sunday.

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