

**The Borough of Pitman
Gloucester County, New Jersey**

**SUNSET AUDITORIUM and
GROVE AUDITORIUM**

Policy and Procedures



The Borough of Pitman

**Borough Hall
110 S. Broadway
Pitman, New Jersey 08071**

(856) 589-3522

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SECTION I: INTRODUCTION

Sunset Auditorium and Grove Auditorium (collectively "Auditoriums") exists primarily for the benefit of the residents of the Borough of Pitman. Priority for reservations of the Auditoriums will be assigned in the following order:

1. Borough sponsored functions
2. Private events

In the best interest of the Borough of Pitman it may be necessary under certain circumstances to give priority to (or reschedule) one event in favor of another. If rescheduling becomes necessary, the person or group holding the reservation date will be notified as far in advance as possible.

Failure to cancel a reservation denies others the use of the Auditoriums, so please notify the Clerk's Office of a cancellation as soon as possible.

All users will comply with the policies and procedures outlined in this document.

The headings used in this agreement are inserted only as a matter of convenience and for reference. They in no way define, limit, or describe the scope of a reservation.

SECTION II: GENERAL POLICIES

Alcohol:

- Alcoholic beverages shall not be allowed in any area of the Auditoriums.
- The Borough Police or employees retain the right to have any person removed from the Auditorium who is in violation of this policy or who appears to be intoxicated.

Alteration and Use of the Premises:

Any cleanup and/or restoration required due to failure in observing the following will result in additional labor costs billed to the Organization/User:

- Organizations/Users shall not alter, repair, add to, deface, improve or in any way change the Auditoriums in any manner whatsoever.
- Organizations/Users shall be responsible for any costs to repair or replace property of the Auditoriums that is damaged, stolen or lost during the dates that Organizations/Users used the Auditoriums.

- The Organization/User shall not erect or operate on the premises without prior written consent of the Borough Council, any machinery or equipment operated by explosive or highly flammable substances.
- The Organization/User shall not install or plan to install any wires or electrical or other appliances without prior written consent of the Borough Council
- The use of nails, tacks, screws, staples, tape or similar articles on walls, floors or plaster surfaces is not allowed. All decorations shall be mounted without defacing the building and shall be subject to the supervision and approval of the Borough personnel. The Organization/User is responsible for removing all approved items.
- The Organization/User is responsible for any and all damages to the Auditoriums caused by acts of the Organization/User or its agents, employees, patrons, guests and invitees, whether accidental or otherwise.
- Decorations, displays or exhibits which require flame or water may not be used in the Sunset Auditorium and Grove Auditorium unless requested with the Event Permit and approved by Mayor and Council.

Parking and Traffic:

- It is understood and agreed that the Organization/User, its agents, employees, guests and patrons, will be subject to all Borough of Pitman traffic and parking ordinances. Therefore, all parking arrangements, if needed, must be arranged through the Borough of Pitman Police Department at least one (1) week prior to the event.
- The Auditoriums are located in residential neighborhoods. Accordingly, the Auditoriums shall be utilized in a manner which does not interfere with the residents' driveways or parking arrangements. In addition, no overnight parking is permitted.
- Towing is enforced when vehicles are parked in a Handicapped and/or Service Zone without displaying the proper decals. Improper parking or blocking of the Auditoriums risk removal of vehicles at owner's expense.
- Bicycles, skateboards, in-line skates, scooters, bicycles and any motorized vehicle not needed for persons with disabilities are not allowed inside or upon Auditorium grounds. The aforementioned items, when found in or around the building, will be removed from the premises by Police personnel, and retrieval of these items will be the responsibility of the owner.

Right of Entry:

The Borough Police or personnel shall have the right to enter any part of the Auditorium at any time.

Security:

- The Borough of Pitman is not responsible for any lost or stolen items.
- Equipment belonging to the Organization/User that remains after an event has concluded may be considered abandoned and may be disposed of by the Borough as deemed necessary, and at the cost of the Organization/User, after reasonable notice is provided.
- No activities in violation of Federal, State or local laws, ordinances, or rules or regulations, of the Borough of Pitman shall be permitted in the Auditoriums or its premises. It is the responsibility of the Organization/User to enforce this requirement.
- The Organization/User agrees not to bring into the Auditoriums, or its premises, any material, substance, equipment or object which is likely to cause damage to the facility, endanger the life of or to cause bodily injury to, any person in the facility or which is likely to constitute a hazard.

Smoking:

By law of the State of New Jersey, the Sunset Auditorium and Grove Auditorium are smoke-free premises.

SECTION III: GENERAL PROCEDURES**Advanced Reservations:**

The following are the maximum lengths of time events may be booked in advance of the event date:

- Borough sponsored – N/A
- Other – up to four (4) months in advance

General Reservation Process:

- To request a reservation/event approval, contact the Clerk of the Borough of Pitman, Borough Hall, 110 S. Broadway, Pitman, New Jersey 08071, (856) 589-3522, for an Event Permit Application.

- An event date must be requested a minimum of fourteen (14) days before an event is to take place. However, when requesting for larger events, more time may be required to adequately meet the Organization/User's needs.
- The person requesting the Auditorium should be the official Organization/User contact person. This contact will be the sole person authorized to make decisions or to communicate with the Clerk of the Borough of Pitman.
- All required documentation and/or deposits must be received before an application for an Event Permit can be approved by the Mayor and Council of the Borough of Pitman.
- An email, written response or telephone call (approved or disapproved) will be sent to the Organization/User contact person within three (3) business days after approval. If a confirmation is not received, it is the responsibility of the Organization/User contact person to follow-up with the Borough Clerk.
- The Auditoriums are available to groups "as is". Organizations/Users requiring special arrangements or equipment not normally available must provide their own equipment.

General Reservation Guidelines:

- The Organization/User's contact person must be present during the event and responsible for all arrangements.
- The Borough of Pitman Police and personnel will determine the staffing needs for each event.
- No advertising may be done before your Event Permit is approved by the Mayor and Council of the Borough of Pitman.
- The Organization/User is responsible for any damage to the Auditorium and equipment during the event.

Changes in Reservations:

- Changes in the event date(s) must be made in writing, by the same individual who established the original request, and delivered to the Borough Clerk.
- The Organization/User is responsible for any expenses that the Auditorium and/or the Borough of Pitman may have incurred as a result of changes in the event date.

Cancellation to a Reservation:

- Reservation cancellations must be made in writing by the same individual who initiated the original request, and delivered to the Borough Clerk.
- The Borough Police or personnel reserves the right to cancel any event if deadlines are not met; if the group does not comply with policies and procedures, or if the Borough of Pitman officials cannot ensure the safety of the participants, guests or residents, faculty, staff and/or visitors. This may or may not include terminating an event already in progress.

SECTION IV: EVENT PERMIT FEES

There shall be no fee for any Borough sponsored event. All other applicants shall pay a refundable fee in the sum of Twenty-Five (\$25.00) dollars for each daily event. Any Organization/User receiving approval to use the Auditoriums in excess of four (4) daily events per calendar year, shall pay a refundable deposit in sum of One Hundred (\$100.00) dollars at the time of the initial application. The deposit will be refunded after the Auditorium has been inspected for cleanliness and damage, and return of the key(s). If any damage and/or debris is observed by the Borough's personnel, the deposit shall not be refunded, and the Organization/User shall be responsible for all costs and expenses relating to repair, replacement and/or remediation. The Organization/User shall also be responsible for the Borough's reasonable attorney's fees and costs relating to same.

SECTION V: KEY(S)

If the event is approved by the Mayor and Council of the Borough of Pitman, the Organization/User may obtain a key, if applicable, from the Borough Clerk on the day before the scheduled event. The key shall be returned within one (1) business day after the date of the approved event. Keys shall not be duplicated. If the key is not returned or determined to have been duplicated, the Organization/User will not receive a refund of their deposit.

SECTION VI: DENIAL OF EVENT APPLICATION/PERMIT

The Mayor and Council of the Borough of Pitman reserve the right to deny any Event Permit in their sole discretion. In addition, any previously approved Event Application/Permit may be revoked by the Mayor and Council of the Borough of Pitman upon notification of a violation of these policies and procedures.

SECTION VII: AGREEMENT

This document contains the policies and procedures for the Sunset Auditorium and Grove Auditorium in the Borough of Pitman and is intended to be a complete agreement between the Organization/User and the Borough of Pitman.

Review the policies and procedures for Sunset Auditorium and Grove Auditorium, sign the agreement below, and return it to the Clerk of the Borough of Pitman, Borough Hall, 110 S. Broadway, Pitman, New Jersey 08071.

This agreement is to be completed and returned to the Borough Clerk with the event permit application. If this agreement is not received in the required time frame, the Organization/User forfeits its right to reserve the Auditorium(s).

This request is for the following facility (check all that applies):

- Sunset Auditorium
- Toilet facilities at Sunset Auditorium will be required
- Grove Auditorium

Date(s) Required: _____

Name of Individual or Organization: _____

Designated Contact Person: _____

Contact Person's Telephone Number: _____

Contact Person's Mailing Address: _____

Email Address: _____

I have read the Sunset Auditorium and Grove Auditorium policies and procedures and acknowledge my responsibilities and obligations identified herein.

Signature of Individual or Organization

DATE: _____