

Washington Township Recreation Policy and Procedure on LV Teen Arts Center Rental

The prudent use and management of the township facilities allows the community to benefit more broadly from their use. The following policy and procedure shall apply to use of the LV Teen Arts Center.

The LV Teen Arts Center is available to youths, non-profit, art groups and for educational or similar activities subject to the rules below. Permission to rent the LV Teen Arts Center shall not be granted to any entity or organization for strictly commercial or profit-making purposes or any purpose which is prohibited by law. Outside programs held at the LV Teen Arts Center will be subject to the Recreation Program Fee (25%). For information on running programs at the center, please contact the Recreation dept. Use of the LV Teen Arts Center may be denied when there is good reason permission should be refused. Appeal may be made to the Township Committee.

Groups not adhering to these basic rules may be denied subsequent use of the LV Teen Arts Center and/or required to post an additional security deposit.

Groups and/or organizations must reserve the LV Teen Arts Center by completing a usage form and submitting it to the Recreation Director. Codes will not be given out unless necessary and a completed form filed. Priority scheduling is given to Township programs.

The following outlines the rules and regulations for LV Teen Arts Center use:

1. The facilities shall not be available for community use during any time in use by the teens of Washington Township.
 2. Smoking is prohibited at all times.
 3. Alcoholic beverages may not be served.
 4. All who use shall comply with the state and local fire, health and safety regulations.
 5. Litter must be picked up from the premises upon end of usage.
 6. Tables and chairs must be returned to the formation they were in prior to use.
 7. Any/all equipment, furnishings, etc., must be returned to their original location prior to usage.
 8. Lights shall be turned off.
 9. Doors and windows shall be locked after usage.
 10. Thermostat shall not be changed.
 11. Kitchen facility shall not be used without prior authorization.
 12. Nothing shall be stored in the refrigerator or in the kitchen without prior permission and all food products shall be removed upon end of usage.
 13. All users shall be liable for damages that occur to the premises during the prior use.
 14. There is no usage of the LV Teen Arts Center on Holidays and Weekends. Pre-existing usage will be allowed to continue to meet on weekend. No political organizations are allowed usage of the LV Teen Arts Center.
 15. There will be no fee for usage when offering a free activity for the youths, art group, and any other groups that meet all requirements.
 16. Permission must be granted by the Recreation Director to leave any personal equipment at the LV Teen Arts Center.
- **Per Usage Rental Fee for LV Teen Arts Center** - \$10.00 minimum fee for meetings. (Exemptions from the meeting usage fee **may be granted** by the Recreation Director when attendance is below 4).
 - \$20.00 fee for over 20 individuals (**no parties allowed**)
 - \$30.00 fee for over 40 individuals (**no parties allowed**)
 - The Recreation Director may charge the \$10 meeting fee in lieu of the outside program fees when the following conditions are met: a) the program is youth s-only b) there are less than 8 registrants and c) the program is not township-sponsored.