Rev 4/15/2026

CLIFTON RECREATION DEPARTMENT
900 CLIFTON AVENUE
CLIFTON, NEW JERSEY
PHONE: (973) 470-5956
FAX: (973) 815-0599
EMAIL: CLIFTONREC@CLIFTONNJ.ORG

F A C I L I T Y R E N T A L R E Q U E S T

(You **must** complete a separate application for date requested.)

Facility:

- ☐ Community Recreation Center
- ☐ Anzaldi Park Field House
- ☐ Stefan Tatarenko Memorial Park Field House

Area Needed For Event (check one):

Main Multi-Purpose Room ☐ Room #1☐ Room #3☐ Room #7☐
Meeting Room ☐
Small Meeting Room ☐ Restrooms ☐

Date(s) Requesting: _____ Alternate Date: _____

Day(s) of Week: _____ Time: _____

(Must reflect time from warm up to completion of play, or set up to break down.)

Intended Use: _____ App. # People: _____

(e.g. shower, birthday, shows, etc.)

Requestor (Group/League/Company): _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____ Home Phone #: _____

Work Phone #: _____ Email: _____

Equipment/Supplies Needed: ☐ Tables ☐ Chairs ☐ Podium Other: _____

Will You Require Assistance in Setting Up? (An Additional Fee Will Apply): ☐ Yes

The requestor/organization listed above certifies that he/she has received and read the accompanying Facility Use Rules and Regulations of the City of Clifton/Recreation Department and agrees to comply with **all** the rules governing the facilities. The requestor/organization agrees to accept full responsibility for any damage or loss of property incurred during use and will ensure that the facility, equipment and supplies are left in a clean, safe and orderly condition. Should the City of Clifton have to clean up, repair or restore the facility, equipment or supplies, fees will be charged to the requestor/organization to which the permit has been issued for the remediation and clean up. The requestor/organization is responsible for the conduct of all participants and spectators. The City of Clifton will not assume responsibility for any personal property that is brought into the facility and is lost, stolen or damaged. The permit holder is responsible for all set up and clean up associated with the rental (tables, chairs, garbage, etc.) and must be off the property no later than 10:00 p.m. **REQUESTOR'S INITIALS** _____

The requestor/organization agrees to indemnify and hold harmless the City of Clifton and its officers, agents, employees, volunteer or other representatives from any and all liability, claims, costs, professional fees or other expenses or liabilities arising out of the use of the property referred to above including, but not limited, to the buildings, structures, parking lots and grounds owned by the City of Clifton. **REQUESTOR'S INITIALS** _____

I understand that this Hold Harmless Agreement also requires that the City of Clifton is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

Applicant's Signature: _____ Date: _____

---------- Office Use Only ----------

□ Received Deposit □ Mark on Calendar □ Assigned Staff
□ Permit Printed □ Rcvd Balance □ Returned Security

Received: _____ Permit #: _____

Approved: _____ Disapproved: _____ Date: _____

Signature Signature

Reason for Disapproval: _____

FACILITY USE RULES AND REGULATIONS

Facility Rental Fees:

1. **$50.00 Facility Use Fee.**
   The non-refundable facility use fee is required for all rentals and must be paid at time of booking to secure rental date.
2. **$90.00 Security Deposit.**
   Refundable deposit will be returned, based on the condition of the facility and if there was no overtime use. Deducted from your refund will be fees for any overtime use, at the rate of $45.00 hourly fee for any hour, or portion thereof, used and/or for failure to leave the facility clean and orderly. You will be paid by check within 4 – 6 weeks. Security deposit must be paid in full, no less than, eight (8) week prior to the scheduled event.
3. **$45.00 Hourly Facility Fee.**
   The hourly fee begins from the time you walk in the door to set up, to the time you leave the facility after clean up. Final payment must be paid in full, no less than, eight (8) week prior to the scheduled event.
4. Payment may be made by cash, money order or check. All checks are to be made payable to Clifton Recreation.

Rules and Regulations:

General Information:

1. All trash must be placed in appropriate receptacles.
2. No games of chance (gambling) are permitted on or about the premises.
3. Alcoholic beverages are not permitted nor shall any person under the influence of alcohol or illegal substances be permitted.
4. No smoking on the premises.
5. No pets are permitted in the building (except service dogs).
6. No dancing or other entertainment that is lewd, licentious or lascivious in manner is permitted.
7. No fog machines.
8. Renters are responsible for the sobriety and good conduct of their agents and guests.
9. No carnival rides, inflatable structure or other type of device used to ride, sit or play in, is permitted.
10. Any type of entertainment to be used, besides a DJ, must be brought to the attention of the Recreation Department for approval.
11. Tickets may not be sold as an admission charge unless approved in writing by the Recreation Department.
12. Facility rental cannot be transferred, assigned or sublet.
13. Any changes in activity schedule must be approved by the Recreation Supervisor before scheduled event/program.

Parking:

1. Parking availability is not guaranteed and, on any occasion, may be limited. In addition to the parking lot behind the building, there is additional parking available in Municipal Lot across Main Avenue behind the restaurants/ stores (on the corner of Putnam & Washington).
2. When guests are parking in the lot behind the building, they must not block the lot from incoming cars and allow enough room for an emergency vehicle to enter.

Scheduled Hours and Noise:

1. Arrival time is no earlier than 8:00 a.m. and activities may not start before 9:00 a.m. All activities must conclude by 9:00 p.m. and individuals must be off the property no later than 10:00 p.m. Once scheduled, arrival and departure time is the exact time on your approved facility request.
2. Noise is to be kept to an appropriate level and music/entertainment may not be used in such a manner as to be plainly audible at a distance of 50 feet in any direction. This includes noise outside of the facility (parking lot and front entrance).

Decorations and Use of Equipment:

1. The facility and its equipment and supplies are to be returned back to their original condition and storage.
2. Only requested supplies/equipment may be used and must be used in the manner in which it was originally intended.
3. Free standing decorations are welcome, provided they are removed at the end of the event.
4. No decorations shall be attached to painted walls, lights, doors or ceiling. No glue, tacks, staples, hooks, tape, etc. can be used. No tape of any kind shall be used on the floor. All decorations must be removed at the end of the event.
5. The use of burning candles or any other type of open flame is not permitted; however, sterno cans for chafing dishes are allowed.
6. Renters must provide table cloths to protect tables from foods/ art supplies/ etc. Any tables that have become dirty must be washed down at the end of the event.
7. Use of birdseed, glitter, confetti or rice is strictly prohibited.