



**BOROUGH OF HADDONFIELD**  
**242 Kings Highway East**  
**Haddonfield, NJ 08033**

Emergency 9-1-1  
Office (856) 354-8789 or 429-4700 Fax: (856) 795-1445

**MABEL KAY SENIOR CENTER – USE APPLICATION**

**TO:** All Users of the Mabel Kay Senior Center  
**FROM:** Senior Citizens Board of Trustees  
**SUBJECT:** Usage rules for different groups, type of activities and applicable rents

The Board of Commissioners have adopted the following policy. Authority for decisions on exceptions and interpretations has been delegated to the Senior Citizens Board of Trustees and the Commissioner of Public Works.

The use categories and rents for different groups and affairs are listed below. For purposes of this policy a Group is defined as a formal organization, with by laws and elected officers, not an ad hoc assemblage of individuals:

**GROUP A:** Senior Citizen groups comprised mostly of Haddonfield residents over 55 – **NO RENT**

**GROUP B:** Borough Government-committees, groups, boards, commissions and thereof – **NO RENT**

**GROUP C:** Non-profit, non-seniors, and non-government groups based in Haddonfield as follows:

- (1) For meetings of 3-hour duration a rental fee \$10.00 will be assessed. For groups that meet more than half the year there will be a yearly rental fee of \$50.00 per year will be assessed.
- (2) Group C events that include the use of the kitchen and food will require a \$150.00 refundable security deposit, with a rental fee of \$25. The security deposit may be waived at the discretion of the Board or Public Works Commissioner based on past positive experience with the group.

**GROUP D:** The following groups or activities are not allowed at the facility:

- (1) Profit making groups or organizations
- (2) Church Groups \*
- (3) Groups not based in Haddonfield
- (4) Religious activities and organizations
- (5) Political activities and organizations
- (6) Non-group rentals for private parties and events

**\* Charitable organizations ARE permitted to use the facility even if connected with or have a nexus with a church or religious organization. The charitable organization need not be based in Haddonfield provided it has a connection or nexus with a National Charitable organization. The rental fee for such charitable organization is \$10 for each three (3) hour use of the facility.**

In all cases, the person renting the facility must be a Haddonfield resident, and the resident must be present during the entire event.

Groups approved to rent the facility prior to adoption of this policy, who are now non-complying, will be grandfathered, but subject to the new cost structure.

All groups/persons renting the property must fill out an application and sign a statement of responsibility for the property and event/meeting. The building must be returned to its original condition in set up and cleanliness, and trash must be bagged and taken outside and placed in the appropriate trash cans. No personal items may be left in the building and the cleanup must be completed at the end of the event/meeting.

ALCOHOLIC BEVERAGES are NOT PERMITTED in the building or on the property per Borough ordinance.

SMOKING is NOT PERMITTED in the building or within 25 feet of the building per State law.

Capacity limits as stated by the fire marshal must be adhered to and they are as follows:

Lower Level: 31 people with tables & chairs, 65 people with chairs only, 153 people standing room only.

Upper Level: 41 people with tables & chairs, 89 people with chairs only, 100 people standing room only.

All groups/persons must supply their own paper products, food and beverage.

# APPLICATION FOR USE OF THE MABEL KAY SENIOR CENTER

Date of Application: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Time of Use: \_\_\_\_\_  
(Time Doors to be Unlocked) (Time Building to be vacated)

Purpose of Use: \_\_\_\_\_  
(i.e., Meeting, Social Affair, etc. – please be specific)

No. of People: \_\_\_\_\_ Age Group: \_\_\_\_\_  
(i.e., Youth, Adults, Seniors, Family)

Room(s) Requested: Downstairs \_\_\_\_\_ Kitchen \_\_\_\_\_ Upstairs \_\_\_\_\_  
(check all that apply)

Facilities Needed: \_\_\_\_\_  
(i.e., Chairs, Tables, Kitchen Appliances, etc.)

Other Special Requests: \_\_\_\_\_  
(Use additional paper if more space needed)

Items to be Brought into Building: \_\_\_\_\_  
(i.e., Chairs, Tables, Food, Musical Equipment, etc. – please be specific)

Name of User/Group: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_  
(Must be Individual – Haddonfield Resident Only for Private Events)

Address of Responsible Person: \_\_\_\_\_

Phone No. of Responsible Person: \_\_\_\_\_

Email Address of Responsible Person: \_\_\_\_\_

This is a statement of responsibility which you must sign, whether you plan to use the facility yourself or you are sponsoring someone else who plans to use the facility.

I, \_\_\_\_\_, take full responsibility for the maintenance and upkeep of the Mabel Kay Senior Center while I or members of the group I have sponsored are using the Borough owned property. I will be totally and solely responsible for any damages done to the facility and/or excessive wear and tear as judged by the Borough Administrator, or their designee to the Borough property.

\_\_\_\_\_  
Signature

-----FOR OFFICIAL USE ONLY-----

FEE: \_\_\_\_\_ Security Deposit (If Applicable): \_\_\_\_\_ Date Received: \_\_\_\_\_

Senior Citizen Coordinator or designee Approval: \_\_\_\_\_