

APPLICATION FOR USE OF THE MABEL KAY HOUSE AT THE GRANGE

Date of Application _____

Date of Use: _____
(Day of week - Month - Date)

Time of Use: _____
(Time Doors to be Unlocked) (Time Building to Be Vacated)

Purpose of Use: _____
(Meeting, Social Affair, Etc. - Be Specific)

Number of People _____ Age Group _____
(Youth, Adults, Seniors, Families)

Room(s) Requested - Downstairs _____ Kitchen _____ Upstairs _____

Facilities Needed: _____
(Chairs, Tables, Kitchen Appliances, Etc.)

Other Special Requests _____
(Add further Information on back of form or attachment)

Items to be Brought Into Building: _____
(Chairs, tables, food, musical equipment, etc. - Be Specific)

Name of User: _____

Name of Responsible Person _____
(Must be an Individual - Haddonfield Resident only for Private Events)

Address of Responsible Person _____
(For All Correspondence)

Phone # of Responsible Person _____
(All Numbers and times at each number)

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 Hospitality House at the Grange while I or members of the group I have sponsored are using the Borough property. I will be totally and solely responsible for any damages done to the Mabel Kay House, Borough property, and/or any excessive wear and tear as judged by the Borough Administrator, to the Borough property.

(Signature)

FOR BOROUGH USE ONLY

Fee: _____ Security Deposit if Applicable _____ Date Received _____

Name of Person Responsible for Opening and Closing Building: _____

Senior Citizen Coordinator or designee approval _____
(signature and date)

TO: All Users of the Mabel Kay House at The Grange
FROM: Senior Citizens Advisory Board
SUBJECT: Usage rules for different groups, types of activities and applicable rents

The Borough Commissioners have adopted the following policy. Authority for decisions on exceptions and interpretations has been delegated to the Borough Administrator.

The use categories and rents for different groups and affairs are listed below:

Group A: Senior Citizen groups of Haddonfield residents over 55 and/or senior Haddonfield church members - **NO RENT**

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

Group C: Non-profit, non-seniors, and non-government groups of individuals based in Haddonfield. as follows:

(1) For meetings of 3 hour duration while the Borough Hall is open - \$10.00. Groups that meet every month except during summer, and benefit Haddonfield, there will be a yearly rent of \$50.00 per year. Other groups who fall into Group C, but who do not use the facility on a regular basis and will be meeting in the evening or after the Borough Hall is closed, the rent is \$25.00 for a 3 hour meeting.

(2) Group C affairs and/or fund raisers that include the use of the kitchen and food will require a \$100.00 security deposit. Less than 3 hour affairs or fund raisers, rent will be \$25.00. For those affairs longer than 3 hours, rent will be \$10.00 per hour over the 3 hours.

Group D: Non-senior Haddonfield residents having a private party, birthday, wedding, anniversary shower, etc. (with no alcoholic beverages) will require a \$250.00 security deposit and the rent will be \$100.00 for the first four hours, plus \$50.00 any part of an hour over the four hours. The non-senior Haddonfield resident must sign a statement of responsibility for the party and be responsible.

Group E: The following groups or activities are not allowed at the facility:

- 1) Profit making groups or organizations
- 2) Organizations not based in Haddonfield
- 3) Religious services
- 4) Political activities and organizations