

PROCEDURES FOR RESERVING THE DEPHILLIPS COMMUNITY CENTER

Due to weekend programming January 1 – June 25th, the Community Center's main office hours are from 9:00am – 5:00pm Monday – Thursday unless otherwise posted. An evening Supervisor opens the Community Center year round to the public Monday – Saturday evenings from 6:00 – 9:00pm, unless otherwise posted. Children under the age of 12 must be accompanied by an adult to participate in evening activities which include pick-up basketball and volleyball games, board games, ping pong, air hockey and other organized activities. Planned activity nights for all ages will be advertised on the town website, school fliers, E-notices & local newspapers two months in advance of each planned activity.

The center shall be used by the Recreation Dept. for recreational programming for all ages; town youth sports organizations, Midland Park Scout groups and non-profit organizations. NO individual usage shall be granted. Organizations requesting the use of the DePhillips Community Center must use the following procedures outlined below.

Priority use of the Community Center will be given to the Parks & Recreation Dept. Ultimate decisions for use of any Borough facility rest with the Mayor and Council and Board of Recreation. The Recreation Director reserves the right to modify or cancel scheduled events and to deny the use of the DePhillips Center should the procedures or attached rules & regulations are not adhered to.

The center is available to organizations from 3:00 until 6:00pm Monday – Friday; the upstairs Gym may be used until 6:30pm. Availability on Saturday's is 9am – 6pm & Sundays from 12noon – 8pm. (Sports association use will be granted with respect to each organizations sports season)

Procedures to reserve the Recreation Center are as follows:

CHECK FOR AVAILABILITY: Email mprec@optonline.net or call the Recreation Center at 201-652-2747 in advance to check for availability. Please provide date of request, time and purpose of use in the email or message and you will be contacted promptly regarding availability.

Complete The Facility Use Form: Form can be downloaded from www.mpnj.com under Parks & Recreation or picked up at the Recreation Dept. at the address below. Email or return completed forms to address below. Requests will not be secured until all use forms are received by the Director upon which the booking will then be finalized.

Midland Park Recreation Dept.
Attention: Lori Dent
50 Dairy Street
Midland Park, N.J. 07432
201-652-2747

Key Pick up: Once the request approval has been given by the Recreation Director, a key may be signed out by the Director or evening Supervisor two days in advance of use.

Key Return: Key must be returned to the Directors office immediately after each use. After checking all items on the check list, please place the key and check list in the key return envelope located on the Directors door and place it under the office door. Under no circumstances should the DePhillips Center key be passed onto anyone else for use of your time, or for a different date and time without authorization from the Recreation Dept.

USE REQUEST FOR MIDLAND PARK RECREATION FACILITIES

PLEASE NOTE ALL REQUESTS MUST BE MADE IN ADVANCE

ORGANIZATIONAL INFORMATION:

Person responsibility for facility: _____

Home Address: _____

Phone number: _____ Cell number: _____ Email _____

Name of Organization: _____

President of group: _____ Phone number: _____ Email _____

EXPLAIN THE TYPE OF PROGRAM THAT WILL TAKE PLACE: _____

NUMBER OF PEOPLE TO ATTEND:

Adults _____ Children _____

FACILITY, PARK OR FIELD REQUEST:

DePhillips Community Center requests require adult supervision inside the facility at all times while the center is open. Please check appropriate boxes.

- Gym Community Room Tables Chairs Main Floor VCR/Video equipment Kitchen
- Dairy Street Park Dairy Tennis Courts College Tennis Courts Wortendyke Park/Pavilion
- Fields, please Specify: _____

Fill in the information below or attach a copy of a schedule if requesting field use

| Date needed | Days of the Week | Time Start / Finish |
|-------------|----------------------|---------------------|
| 1. _____ | M T W TH FRI SAT SUN | _____ |
| 2. _____ | M T W TH FRI SAT SUN | _____ |
| 3. _____ | M T W TH FRI SAT SUN | _____ |
| 4. _____ | M T W TH FRI SAT SUN | _____ |
| 5. _____ | M T W TH FRI SAT SUN | _____ |

FOR CLUB TEAM FIELD REQUESTS, PROOF OF INSURANCE, COPY OF COACHES RUTGERS CARD AND TEAM ROSTERS SHOWING AT LEAST %50 MIDLAND PARK PLAYERS ARE REQUIRED TO BE PRESENTED AT THE TIME OF APPLICATION OR APPLICATION CANNOT BE ACCEPTED!!!

Signature _____ Date _____

Submit Field Use Request to: Borough of Midland Park, Attention Dave Lancaster, 280 Godwin Ave.

Submit Facility & Park Requests to: The DePhillips Community Center, Attention Lori Dent, 50 Dairy Street

Questions: Email mprec@optonline.net or call the Recreation Director at 201-652-2747

MP Recreation Department Approval Signature _____ Date _____

Notification of request approval made to _____ Date _____

Rules and Regulations: DePhillips Community Center 50 Dairy Street

Organizations using the community center must have on file with the Borough, proof of insurance that is current. **Authorized users of the facility must adhere to the specific dates and times which have been approved on the Facility Request form only.**

Facility Regulations: The person or organization requesting use of the facility is responsible for the following:

- Set-up and clean up of the facility.
- Building limit (80 people downstairs, 148 upstairs)
- A minimum of two adult supervisors, age 21 or over with a 1 Adult per 10 child ratio need to be present in the center at all times to monitor authorized usage. A min of (2) certified coaches are required for youth sports practices.
- NO FOOD or drinks are allowed in the upstairs gym. No smoking or alcoholic beverages, roller blades, skateboards or other similar items are permitted anywhere in the building.
- **Food may only be served on the first floor and all garbage from such an event, must be taken out of the building that same day or evening and placed in the outside dumpster.**
- Damage or defacement of the building or equipment from misuse.
- The behavior of the participants.
- Keeping participants out of the areas not requested on the use form.
- Filling out a Medical Emergency Incident Report for any injuries treated. A First Aid kit and incident report book is available on the table outside the Director's office. Please log **any injuries** in the medical book immediately. If additional medical treatment is sought; PLEASE leave a detailed message on the Recreation Department voice mail (201-652-2747). The Director is responsible to immediately report any injuries inside this facility to our insurance company.
- Reporting any unusual incidents problems or damage to the facility to the Police or Recreation Director immediately.
- **Turn off all lights, Check locks on ALL WINDOWS AND ALL DOORS TO THE FACILITY before returning the key to The Directors Office in the return envelope found on Directors door.**

Parking Regulations:

- Communicating the parking prohibitions to the participating families. There is no parking permitted on Dairy Street and at no time should anyone use the handicap parking spaces without proper identification to do so.
- For safety reasons, the only vehicles that will be permitted to park in the Barn parking area during a home Football or Soccer game should be that of a Midland Park Coach's vehicle or a handicapped individual. Coach's cards should be distributed by organization leads and placed on the front dash of the car so it can be easily identified.

Thank you for your cooperation.