



6 PROSPECT STREET, FAR HILLS, NJ 07931
T. 908.234.0611 F. 908.234.0918
WWW.FARHILLSNJ.ORG

USE OF MUNICIPAL BUILDING PERMIT APPLICATION

PER ORDINANCE – 2014-02

Applicant Name: _____

Organization Name: _____

Address: _____ State: _____ Zip: _____

Cell: _____ Office Phone: _____

Describe Activity: _____

Email: _____ Estimated number of attendees: _____

Date(s) Required: _____ Start Time: _____ End Time: _____

Date(s) Required: _____ Start Time: _____ End Time: _____

Please indicate which location you are requesting: Conference Room Court Room

APPLICATION CHECK LIST

- Complete and sign application
- Per Fee Schedule, include check made payable to “Borough of Far Hills”
- Complete and Sign/Notarize the Hold Harmless Agreement
- Provide Certificate of Insurance naming the Borough of Far Hills as “An Additional Insured”
- Application must be filed no later than thirty (30) days prior to the requested date of event.

FOR OFFICIAL USE ONLY

PERMIT: CONDITIONS IMPOSED DENIED APPROVED: PAYMENT AMOUNT RECEIVED \$ _____ / CHECK # _____

BOROUGH CLERK _____ DATE: _____

CHIEF OF POLICE _____ DATE: _____

FEE SCHEDULE

Conference Room/Court Room:

Official Borough organization		No Fee
Official Borough sponsored event		No Fee
Nonprofit, community based events	½ Day (up to 4 hours)	\$150.00
Nonprofit, community based events	All Day (up to 8 hours)	\$300.00
Nonprofit, not community based events	½ Day (up to 4 hours)	\$200.00
Nonprofit, not community based events	All Day (up to 8 hours)	\$400.00
Events sponsored by For Profit organizations	½ Day (up to 4 hours)	\$250.00
Events sponsored by For Profit organizations	All Day (up to 8 hours)	\$500.00
Evenings and Weekends (all events)	Additional	\$100.00

MUNICIPAL BUILDING - RULES OF USE

1. The Municipal Building shall only be available for use by non-official organizations Monday through Friday between the hours of 8:30 am and 4:30 pm, subject to availability pursuant to the priority set forth in Ordinance 2014-02. The Municipal Building may be available for use by non-official organizations on Saturdays and Sundays, and in the evenings Monday through Friday, upon special circumstances and approval by the Borough Council, which may be granted or denied at its sole discretion.
2. The maximum number of persons any non-official organization may utilize the Municipal Building shall depend on the occupancy limits for the area to be utilized, but in no case shall exceed more than fifty (50) persons.
3. No person shall act in a disorderly manner, lewdly, perform any immoral or indecent conduct, cause any unlawful destruction of property or willful injuries to persons, create any hazards to the public health and breaches or disturbances of the peace while utilizing the Municipal Building.
4. There shall be no alcohol consumed or provided in the Municipal Building by any non-official organization.
5. All users of the Municipal Building shall comply with all Borough Ordinances, and State and Federal laws and regulations.
6. It is the responsibility of the applicants to remove and dispose of all generated debris.
7. The applicant(s) whose signature appears on the application form must be immediately available during the designated date(s) and time(s) of the event.
8. Any person or entity violating any provisions shall, upon conviction thereof, be subject to the general penalties of the Borough of Far Hills. In addition to the general penalties, any violation of the provisions can be a basis for the denial of any future application by the person or entity in violation of the provisions, as well as the organization sponsoring the event.

I have read the rules and regulations governing the use of the Municipal Building and agree to abide by the same. I am the authorized representative of and have the authority to bind the above organization to this application.

Applicant Signature: _____

Print Name: _____ Date: _____