

**SPARTA SENIOR CENTER  
 SPARTA PARKS AND RECREATION DEPARTMENT  
 40 Trapasso Drive  
 Sparta, New Jersey 07871  
 Phone(973) 729-8542 Fax (973)729-0795**

**PERMIT APPLICATION  
 INDOOR FACILITY USAGE**

**ORGANIZATION:** \_\_\_\_\_ **GROUP SIZE:** \_\_\_\_\_

**GROUP REPRESENTATIVE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**GROUP STATUS:** \_\_\_\_\_ Knoll Properties/Sparta Ecumenical Council  
 \_\_\_\_\_ Non-profit Township organization  
 \_\_\_\_\_ Non-profit organization with 75% Sparta membership  
 \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**BRIEF DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

\_\_\_\_\_

	<u>DATE(S) REQUESTED</u>	<u>DAY OF WEEK</u>	<u>TIME</u>	<u>FREQUENCY OF USE</u>
<b>INDIVIDUAL EVENT:</b>	_____	_____	_____	_____
<b>ON-GOING EVENT:</b>	_____	_____	_____	_____

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**ROOM REQUEST:** \_\_\_\_\_ Activity Area #1 \_\_\_\_\_ Lynch Room \_\_\_\_\_ Computer Room  
 (kitchen end)  
 \_\_\_\_\_ Activity Area #2 \_\_\_\_\_ Silver Cafe  
 (piano end)

Sparta Township reserves the right to change the room requested if necessary and to terminate the permit of a group under Priority III listing if a Township Organization requests the space. A 30 day written notice will be given.

I have read and agree to the policies concerning usage of the indoor facilities as explained on the back of this permit. I also agree to supply the Township of Sparta with the appropriate liability insurance certificate.

In consideration of permission to use the public facility, the applicant does hereby covenant and agree to save and hold harmless the Township of Sparta, its agents, servants and employees harmless from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons.

**SIGNATURE OF GROUP REPRESENTATIVE:** \_\_\_\_\_

**PERMIT APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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- **The Senior Center is a smoke-free facility:**

**NO smoking is permitted in the building OR on the grounds.**

SPARTA SENIOR CENTER  
SPARTA RECREATION DEPARTMENT  
INDOOR FACILITY USAGE POLICIES

The Sparta Recreation Department is responsible for scheduling and maintaining the Knoll Heights Community Center building, hereafter referred to as the Senior Center. This consists of the large activity room (Activity Area #1 [kitchen end] and Activity Area #2 [carpet end]), the Lynch Room, the Silver Café and the Computer Area.

The following policy will govern the use of these facilities:

- PRIORITY I: Sparta Recreation Department Senior Citizen Activities
- PRIORITY II: Knoll Properties/Sparta Ecumenical Council
- PRIORITY III: Non-Profit Township organizations/groups with a minimum of 75% Sparta residents
- PRIORITY VI: Others as per availability. ( a \$10.00 per hour fee will be charged)

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PERMITEES WILL:

1. Provide a certificate of liability insurance naming the Township of Sparta as the additional insured.
2. Be required to use the facility (reserving space in case it is needed will not be allowed).
3. Notify the Senior Office if cancellation of a specific date is necessary, by 2:00 p.m. the day prior or by 2:00 p.m. Friday for a weekend function. (No fee will be charged by paying groups if this is done.)
4. Set up tables, chairs, etc. and breakdown of equipment utilized will be the responsibility of the group. **Equipment will be returned to its designated area.**
5. **Clean up area following use. If the area is abused, a clean up or damage fee will be charged.**
6. Submit payment in the form of a check made payable to "Sparta Parks & Recreation" according to the following schedule:
  - Usage between September 1 and December 31 is due August 15.
  - Usage between January 1 and April 30 is due December 15.
  - Usage between May 1 and August 31 is due April 15.
7. **ADHERE TO CURFEW OF 10:00 P.M.**

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