



BOROUGH OF OCEANPORT
PUBLIC BUILDING RENTALS - Rules & Regulations

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RULES FOR USE OF FACILITIES

1. Only persons 21 years of age or older may reserve an Oceanport facility. Proof of age will be required if there is a doubt as to the age of the applicant.
2. Smoking is prohibited in all Borough buildings.
3. Use of a facility will require a charge based on the schedule found on the application.
4. A damage deposit of \$300.00 in the form of a check, cash or money order is required. The deposit will be refunded to the applicant, assuming facilities are left in a condition deemed satisfactory by the Borough, no earlier than Wednesday, 8:30 a.m. following the weekend or holiday it was used. **The key will be made available and should be returned immediately after use to the Borough Clerk's office at 910 Oceanport Way during business hours or use the secure drop box in the outside foyer.**
5. Persons requesting use of a facility will be responsible for the conduct of all persons attending the event. No drinking or intoxicants will be permitted, nor persons under the influence of liquor admitted. Alcoholic beverages are *not* permitted at any time per Borough ordinance. **NO EXCEPTIONS!** Failure to comply may result in forfeiture of use.
6. Facilities may be rented Friday, Saturday, Sunday and holidays. All events must be concluded with rooms cleaned by 11:30 p.m. Departure from the facility shall be no later than 12:00 midnight. Since this is a residential area, please request that guests leave with a minimum of noise and commotion. No horn blowing, please.
7. All decorations must be attached using masking tape **ONLY**... No Tacks.
8. Bring cleaning products and towels as needed.
9. PLEASE **WASH DOWN TABLE TOPS**. All tables and chairs **MUST** be returned to the position they were in when you entered the building.
10. Restrooms must be "picked up" and baskets emptied into plastic bags.
11. All Garbage must be removed from the facility (in plastic bags) and placed in the containers located outside the building. Do not remove cans from the kitchen.
12. Recyclables must be placed in the recyclable receptacles.
13. Sweep all floors in each room. Do not wash floors unless to remove sticky substances or to mop up a spill.
14. Upon leaving building, turn off all lights and air conditioning unit(s) before leaving.
15. Before leaving, check to see that all doors are locked. Lock door behind you upon exiting.
16. PLEASE leave the facility cleaner, if possible, than how you found it.

REGULATIONS FOR TEENAGE PARTIES

In addition to the above Rules, the following additional rules apply to teenage parties:

17. **Teenage parties consisting of 18 year olds and under require one adult chaperone for each 15 invited guests.** The names of the chaperones must be on the application.
18. Chaperones shall not permit anyone other than invited guests to enter premises. An invitation list should be provided to the chaperones.
19. At teenage affairs, once inside the building, no one is permitted to leave and return to the party.
20. Any drinking of alcoholic beverages by underage persons is justification to close the party and order everyone to leave.
21. Adult chaperones are to be informed that they are responsible for no one entering or leaving through the side doors.
22. Chaperones should do a periodic check of the outside area.
23. The adult representative requesting use of the building is required to be on the premises for the duration of the affair.
24. **ANY DISCREPANCIES REGARDING THE RULES AND REGULATIONS MAY RESULT IN THE FORFEITURE OF SOME OR ALL OF THE \$300.00 DEPOSIT. LIABILITY DOES NOT END AT \$300.00. ANY THEFTS OR DAMAGE ARE THE RESPONSIBILITY OF THE PERSON WHO RESERVED THE CENTER.**