

# Township of Livingston Recreation Facilities

Senior/Community Center

Monmouth Court Community Center

Northland Recreation Center

- 
- ◆ Facility Hours
  - ◆ Reservation Request Procedures
- 

## ***Senior, Youth and Leisure Services***

204 Hillside Avenue  
Livingston, NJ 07039-3646  
Phone: 973-535-7925  
Fax: 973-535-2949  
[www.livingstonnj.org](http://www.livingstonnj.org)

## **WHEN THE FACILITIES ARE AVAILABLE:**

1. Activities may be scheduled at all facilities:

Monday – Thursday	8:30AM—10:00PM
Friday	8:30AM— 5:00PM*
Saturday	9:00AM — 3:00PM*
Sunday	12:00PM — 5:00PM*

\*Available by special request on a limited basis only: Friday and Saturday evenings until 10:00PM and all day Sunday.
2. Senior Drop-in activities at Livingston Senior/Community Center:

Monday – Friday	8:30AM— 4:00PM
-----------------	----------------
3. Facilities are closed on all Township holidays and some corresponding weekends. Please call 973-535-7925 for a detailed list.
4. Due to the increase in usage requests, there is no guarantee of space for any group. Groups may be assigned to spaces other than the ones requested. A member of the office staff will contact you if there is a conflict.

## **WHO MAY RESERVE SPACE:**

1. The following may reserve space within Township facilities as often as needed each month free of charge:
  - a. Township sponsored programs and events including Departmental meetings.
  - b. Township appointed boards and committees.
  - c. Township currently sponsored organizations.
  - d. Senior Citizen organizations.
  - e. Youth Sports Council organizations
2. Other organizations recognized as Livingston-based may reserve up to two (2) spaces, based on space availability, within Township facilities up to two (2) times per calendar month free of charge. More than two (2) spaces or two (2) dates per calendar month will result in rental fees being charged for the later dates.
3. A Livingston-based organization is defined as any non-profit organization, committee, chapter or branch, which satisfies any of the following criteria:
  - a. Has members appointed by Township Council.
  - b. Devotes its activities or resources to the Livingston community.
  - c. Has at least 51% current membership of Livingston residents.
  - d. Is devoted to enhancing the quality of life or provides programming/social activities to senior citizens of Livingston.

4. To be defined as a Livingston-based organization as set forth in #3, documentation supporting non-profit status, certificate of insurance naming the Township of Livingston as additional insured for liability, property, and workers compensation needed at minimum of \$1 million limit **AND** one or more of the following items must be presented:
  - a. Member roster with current addresses submitted annually.
  - b. Charter or written description of organization's mission.
5. All groups using space within the facility, must have a current Hold-Harmless Agreement on file. This form is to be updated yearly.
6. The Director of Senior, Youth and Leisure Services will determine if organizations satisfy the above criteria as Livingston-based. Any organization not meeting the criteria will be charged an hourly rental fee and must comply with the Certificate of Insurance portion of Rule #4 and provide a Hold-Harmless Agreement form. See the back page for rental information.
7. **The Senior, Youth and Leisure Services Department reserves the right to preempt any confirmed reservation to accommodate Township-sponsored activities.**

## **HOW TO RESERVE SPACE:**

1. A completed "Facility Reservation Request" form, Hold-Harmless Agreement, current Certificate of Insurance, and any other required documentation as noted above must be returned to the Senior, Youth and Leisure Services Department.
2. Please reflect exact usage time when requesting event start times. Be sure to take into account any set-up time (i.e., coffee preparation, unloading meeting materials, etc.). Do not expect the building to be open or the space to be available prior to your requested time regardless of day of the week.
3. Reservation requests will be accepted beginning November 1 for the following 12-month period.
4. Reservations will be accepted no later than Wednesday of the week prior to the date desired. The weekly calendar runs Monday—Sunday.
5. This office must be notified 72 hours prior to the event if additional space or time is needed. Due to space limitations, no guarantees of additional space or time are made even with 72 hours notice.
6. There will be a two (2) hour minimum for Friday and Saturday usage after regularly scheduled open hours and all day Sunday.

**OVER**

## **MISCELLANEOUS INFORMATION:**

1. Any organization, except those listed in #1 under “Who May Reserve Space”, wishing to reserve more than two (2) dates per calendar month or two (2) spaces within Township facilities or is not a Livingston-based organization, will be charged a room rental fee for each additional space.
2. The per hour rental fees are —

Conference Room:	\$20.00
Craft Room:	\$25.00
1 Multi-purpose Area:	\$50.00
2 Multi-purpose Areas:	\$100.00
3 Multi-purpose Areas:	\$150.00

Additional charges may apply for other facility amenities.
3. Rental fees are due within one week of approval. Make checks payable to “TOWNSHIP OF LIVINGSTON”.
4. If a group is charged a fee, any part of an hour over the initial reservation will be charged at the posted rate for each additional hour to the nearest half-hour.
5. If an organization reserves space(s), but does not use the space(s) as requested without giving at least two (2) weeks notice, there will be no refund of fee.
6. A full refund or option to reschedule will be made available should the Township be required to cancel reservation for any reason.