



GATHER REGULATIONS



The GATHER community center is part of the City of Woodbury vision for community & economic development.

MISSION STATEMENT

To create a community that's thriving because everyone is valued and has the resources they need to be successful. GATHER is committed to creating and maintaining a community gathering space that respects and values diverse life experiences. We engage the perspectives and voices of our community and ensure they are reflected in our culture.

OWNERSHIP

GATHER is owned, operated and maintained by The City of Woodbury, New Jersey.

OBJECTIVE

GATHER can be used for recreational, social, educational and community development activities. It's available for private, corporate and non-profit use. See fee structure.

STRUCTURE & GROUNDS

A semi-permanent venue, with full glass façade, double glass doors on front & back of building, PVC walls and blacktop flooring.

- 2700 square feet of indoor space
- 6000 square feet of outdoor space, including landscaped gardens, with a musical sculpture park
- ADA compliant structure, grounds and outdoor bathroom

CAPACITY

Maximum occupants inside the structure shall not exceed 99, with an additional 200 occupants in the outdoor space. Total maximum occupants shall not exceed 299.

* additional space is available in the adjacent LOT 323

APPLICATION PROCEDURE

- Application for use of the GATHER building will be available at City Hall or online at www.gatherwoodbury.com
- A completed application for use, proof of insurance, hold harmless agreement and permits (if required) must be provided.
- The application will be submitted to City Hall, reviewed by the Community Events Coordinator and final approval by the City Administrator.
- Upon approval, deposits must be paid in full to The City of Woodbury.
- All applications shall be maintained on file in the City Clerk office.
- City of Woodbury reserves the right to reject any applications based on convenience.
- Use fees, deposits, insurance requirements, use agreement, and other applicant responsibilities shall be noted on the application and elsewhere herein.

VENUE FEES

1. Registered NJ non-profit organizations located within the boundaries of The City of Woodbury, including Woodbury Public Schools, County Government, and non-profit associations WILL NOT be responsible for a use fee but, MAY be responsible for a cleaning deposit.
2. Fee Schedule: includes use of building and grounds. All fees and deposits are subject to change at any time.

DAY	RENTAL FEE	MINIMUM	CLEANING DEPOSIT	PAYMENT SCHEDULE
SUNDAY - THURSDAY	\$25/hour (maximum \$200)	3 hours	\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.
FRIDAY - SATURDAY	\$50/Hour (maximum \$300)	4 hours	\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.
WEEKLY RENTAL (5 or 7 day) WEEKEND RENTAL (F/Sat., Sat./Sun.)	\$100/Day \$250/2 Days		\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.

**The Advisory Committee will review and make yearly recommendations on fee structure

GATHER BUILDING USE

1. Responsibility of Applicant
 - a. Applicant agrees to comply with all rules and regulations as noted on the application form.
 - b. Gather building is available for activities 8am - 10pm. Setup/teardown can occur before/after these operating hours.
 - c. Any event held at the Gather building shall have adequate adult supervision for the safe and efficient operation of the planned event.
 - d. The applicant shall be responsible for the conduct of all persons using the facility.
 - e. The applicant shall be responsible for returning the facility in broom-clean condition (Building & Grounds). This includes:
 - i. All furniture/equipment taken down and neatly put away in the storage trailer, unless otherwise instructed by the Community Events Coordinator.
 - ii. All personal items, decorations, food, etc. removed.
 - iii. All trash/recycling shall be picked up, bagged and placed outside in provided receptacles or disposed in the dumpster.
 - iv. Additional fees will be assessed if there is damage to equipment, structure or grounds, as well as a \$50/hour maintenance fee if facility not left in original condition. This maintenance fee will deducted from the applicant’s cleaning

deposit and applicant shall be responsible for reimbursing the City for any maintenance fees in excess of the cleaning deposit.

- v. All spills should be cleaned up and furnishings wiped down as needed.
2. Access Procedures
 - a. An applicant will be allowed to access the building up to 1-hour prior and 1-hour after a scheduled event for set-up/teardown purposes, at no additional fee.
 - b. An applicant will be required to pick up the appropriate keys for the building from City Hall during regular city hours.
 - c. When finished, the applicant is responsible locking the facility (including the storage container) and dropping the keys into the on-site lockbox.
 - d. The applicant shall report any damage to the building, equipment or anything found not to be operating properly within 3 days of use.
 - e. The applicant will be charged a \$25.00 fee for missing or lost keys.
 3. Decoration
 - a. No taping or stapling to the structure or any of the equipment, including all glass, aluminum and vinyl parts.
 - b. No open flame candles.
 4. Food Service
 - a. If your event includes food, you must contact the Community Service Coordinator to find what permits will be needed for the event. Please indicate on your permit application the type of food service you are planning:
 - b. Free food to participants
 - c. Food booths with food sales
 - d. Food cooked off site and brought in
 - e. No food is to prepared within the Gather building
 - f. You must also indicate if you are using: Sterno
 5. Alcohol
 - a. Alcoholic beverages are permitted with the proper permitting and insurance (as required).
 6. Damage
 - a. The applicant shall be responsible for any damage to GATHER, during the planned event. If any damage occurs, the applicant is required to report it to the City Clerk.
 7. Smoking
 - a. No smoking is permitted inside of GATHER. Smoking is permitted outside of the Community Center building in designated smoking areas only. Applicant is responsible for policing this area as a part of its cleanup responsibilities.
 8. Insurance & Permitting Requirements
 - a. The organization/person shall provide the City of Woodbury with a Certificate of Insurance naming the City of Woodbury as an "Additional Insured" hereunder in accordance with the following schedule of minimum coverage's:
 - i. Minimum Limits; General Public Liability \$1,000,000.00 per person;
 - ii. \$2,000,000.00 per occurrence; \$100,000 property damage
 - iii. Minimum limits may be achieved by combining a base policy of insurance with an "Umbrella" policy of insurance to achieve the minimum coverages recited above. All policies of insurance shall contain coverage for all claims resulting in personal injury or death or damage to property, and a certificate conforming to the provisions of this subparagraph shall be provided to the City not less than seven (7) days prior to the date of the scheduled event.
 9. ABC Social Affair Permit
 - a. Qualifying organizations submit an application to the ABC and shall comply with all applicable laws regarding same.

COMMUNITY EVENTS COORDINATOR

For more details or if you are interested in touring or reserving GATHER, please contact:
Cassidy Swanson at cswanson@woodbury.nj.us