BOROUGH OF FRANKLIN LAKES
BUILDING USE POLICY CERTIFICATION

Name of Organization or Group: _____

Name of Authorized Representative: _____

Date of Ambulance Corps Building Use: _____

Phone: _____ E-Mail: _____

Paragraph C of §356-34 "Use of Ambulance Corps" of the Borough Code provides as follows:

C. The large meeting room may be used by other Borough organizations and groups for meetings only, subject to the following rules and regulations:

1) For purposes of this section, Borough organizations and groups shall be organizations and groups that have residents of Franklin Lakes as a majority of its members. A list of organization or group members by municipality shall be submitted with the application upon request.
2) The application for use of the meeting room shall be submitted to the Borough Clerk's office at least 30 days prior to the meeting.
3) The maximum occupancy shall be 120 people.
4) The fee for use shall be $50 per meeting, except that organizations qualified under I.R.C. §501(C)(3) as tax exempt, having a majority of membership Franklin Lakes residents, shall be exempt from the fee.
5) Use by other Borough organizations and groups shall not interfere with Ambulance Corps use.
6) All organizations and groups shall provide a Hold Harmless Agreement and proof of insurance in accordance with recommendations of the Borough's Risk Manager, as well as proof of liquor liability insurance when applicable. The Mayor and Council may waive the requirement for insurance.
7) The Mayor and Council may, by resolution, allow use by other organizations or persons in accordance with such terms and conditions as may be set forth in the resolution approving said use.

I hereby certify as follows:

1) I am an authorized representative of the organization or group that is using the meeting room at the Franklin Lakes Ambulance Corps on the date(s) indicated.
2) The majority of the members of the organization or group reside in the Borough of Franklin Lakes.
3) The organization or group shall comply with the rules and regulations as set forth in Paragraph C of §356-34 of the Borough Code (see above).

☐ Check here if the organization or group is tax exempt under I.R.C. §501(C)(3) and therefore exempt from the fee. Annex proof of tax exempt status.

Date: _____ Signature: _____