

**Midland Park Ambulance Corps**  
471 Godwin Avenue Midland Park NJ 07432  
[MPACReservations@gmail.com](mailto:MPACReservations@gmail.com)

**Bolger Community Room Rental Application**

Name \_\_\_\_\_

Address \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Cell Phone of contact \_\_\_\_\_

Email address \_\_\_\_\_

Date of Rental \_\_\_\_\_

Time of rental (No later than 12 midnight, including clean up) \_\_\_\_\_

Type of event:  
\_\_\_\_\_

# people attending (not to exceed 100 people) \_\_\_\_\_

**Failure to complete & return the rental application, Hold Harmless Agreement, insurance certificate, and all fees TWO WEEKS prior to the event date will result in NO reservation. Failure to comply with rental regulations will result in loss of security deposit/cleanup fee.**

-----

**Rental Fees (includes 6 hours TOTAL - time includes set up and clean up)**

Residents	\$400 plus security deposit
Non-Residents	\$450 plus security deposit

Weekdays available for hourly use - please inquire for rates

\*All dates - particularly on HOLIDAYS - are pending availability of a hall monitor\*

**Insurance:** Each renter must provide the Midland Park Ambulance Corps a certificate of insurance with \$500,000 personal liability and the Midland Park Ambulance Corps listed as the additional insured which will cover the scheduled date and times of the event. If any alcohol will be served, the certificate of insurance must be for \$1,000,000 personal liability.

**Monitor:** A representative of the ambulance corps will be present during the event to ensure that everything is in place, answer questions, handle problems that may occur and ensure that the conditions of the rental agreement have been met.

**Accommodations:** The community room will seat up to 100 people at round tables. There are four 72" diameter tables that seat a maximum of 10, seven 60" round tables that seat a maximum of 8, 100 chairs, and 5 rectangular tables available for buffet set up.

**Hours of occupancy:** All functions shall not run for more than SIX HOURS including set up and clean up. It is expected that the room shall be completely cleaned and vacated at the end of the six hour period. Any event exceeding the six hour time limit or going past 12 midnight will be subject to loss of the security deposit.

**Kitchen:**

You may use the refrigerator and freezer provided it is left clean and empty upon the end of the event. Stove may be used to warm food but no cooking can be done on premises. Ice machine is available for your use. Kitchen must be left clean and with no food, trash, or debris left.

**Garbage:** All garbage MUST be removed from the building and placed in the garbage bins in the garbage/recycling enclosure in the front driveway of the building. This includes garbage from bathrooms and replacing trash can liners in all cans and bins.

**Smoking:** Any cigar or cigarette smoking or vaping in the building will result in IMMEDIATE eviction of the entire party and loss of security deposit. Any cigarette butts found outside after the event will result in loss of the security deposit.

**General rules:**

- NO tacks, pushpins, tape, "funtack", nails, or any form of adhesive may be used to hang decorations.
- NO glitter, confetti, tinsel, etc.
- NO candles or sparklers.

- NO tables or chairs on the dance floor.
- Helium balloons must be SECURELY weighted down. Any helium balloons left on the ceiling will result in loss of security deposit. Guests are NOT permitted to use tables, chairs, or ladders to retrieve a balloon.
- Tables and chairs must be placed neatly back in the closet. A few chairs may be stacked no more than 4 high along the back wall of the room.
- Kitchen, community room, bathrooms, hallways and elevator should be left "broom clean". Any carpet stains or spills or damage to the room must be reported to the monitor.

**Security Deposit:** This signed application and Hold Harmless Agreement must be returned with \$250 security deposit (check payable to MPAC) to reserve the Bolger Community Room to:

Rental Chairperson - Midland Park Ambulance Corps  
 471 Godwin Avenue Midland Park, NJ 07432

The certificate of insurance and the payment in full for the rental fee is due no later than two weeks prior to the event. Failure to provide all necessary documents and fees as scheduled will result in loss of room rental and potentially loss of security deposit.

Please also include a self addressed and stamped envelope for refund of the security deposit. The security deposit shall be refunded within 14 days after the event if there has been no damage or violations of this agreement and the facility was left in satisfactory condition. The hall monitor and the person named on the room rental application shall meet prior to event and at the end of event to sign the checklist to ensure satisfactory room conditions.

I have read and agree to all rules and regulations for the Bolger Community Room rental. Failure to comply will result in loss of security deposit.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

MPAC Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

## Hold Harmless Agreement

Between the Midland Park Ambulance Corps Inc  
and

(Name of Individual/Organization) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

In consideration of the use of the Bolger Community Room on (date) \_\_\_\_\_ from  
(start time) \_\_\_\_\_ to (end time) \_\_\_\_\_ for the purpose of

\_\_\_\_\_

The undersigned agrees to indemnify and hold harmless the Midland Park Ambulance Corps Inc (hereafter referred to as MPAC) and its officers, agents, members, and employees harmless from any liability, claims, costs, and attorney fees arising out of the use of the property referred to above. I understand that this Hold Harmless Agreement also requires that MPAC is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event herein referred to, unless waived in writing by MPAC. I agree to furnish a Certificate of Insurance specifically naming MPAC as an additional insured providing general liability coverage including bodily injury and property damage with minimal limits of liability not less than \$500,000. If alcohol will be served, \$1,000,000 in coverage is required. In order to induce MPAC to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- Alcoholic beverages WILL or WILL NOT (circle one) be served.
- Total number of people expected is \_\_\_\_\_ (not to exceed 100).
- Live entertainment WILL or WILL NOT (circle one) be provided.
- Vendor rentals (tables, chairs, DJ, band, games, photo booth) \_\_\_\_\_
- Other \_\_\_\_\_

This agreement shall remain in full force for any continued, additional, or postponed date for the event indicated. MPAC reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if MPAC determines that a situation may lead to personal injury, property damage, or violation of law exists.

Signed this day of \_\_\_\_\_ as the binding act in deed of

(Name of renter) \_\_\_\_\_

Authorized signature

\_\_\_\_\_

Witness name \_\_\_\_\_ Date \_\_\_\_\_

**Bolger Community Room Checklist**

**Name of Monitor:** (Print) \_\_\_\_\_

**Name of Renter & Date of Rental:** (Print) \_\_\_\_\_

**Kitchen**

- \_\_\_\_\_ Refrigerator and freezer left empty.
- \_\_\_\_\_ Nothing left in sink and sink is clean
- \_\_\_\_\_ Surface areas including stovetop wiped down.
- \_\_\_\_\_ Floor broom swept and mopped if necessary.
- \_\_\_\_\_ Gas supply to stove turned off.
- \_\_\_\_\_ Any spills wiped up.
- \_\_\_\_\_ All garbage removed and placed in outside garbage enclosure.
- \_\_\_\_\_ New liners replaced in all trash cans (renter supplies liner/contractor bags).

**Community Room**

- \_\_\_\_\_ Walls clean - NO tacks, pushpins, tape, "funtack", nails, or any form of adhesive on walls and wooden columns and no scuff marks or damage to walls.
- \_\_\_\_\_ Floors - broom swept and vacuumed condition.
- \_\_\_\_\_ Carpet free of stains or spills. Any damages must be noted.
- \_\_\_\_\_ NO scuff marks on the dance floor from chairs or tables or items dragged.
- \_\_\_\_\_ No balloons left behind (Guests are NOT permitted to use tables, chairs, or ladders to retrieve a balloon.)
- \_\_\_\_\_ Tables and chairs must be placed neatly back in the closet. A few chairs may be stacked no more than 4 high along the back wall of the room.
- \_\_\_\_\_ All garbage removed and placed in outside garbage enclosure.
- \_\_\_\_\_ New liners replaced in all trash cans (renter supplies liner/contractor bags).
- \_\_\_\_\_ Both thermostats set to either A/C 80 (summer) or Heat 60 (winter).

**Bathrooms**

- \_\_\_\_\_ Electric heaters in bathrooms set to LO.
- \_\_\_\_\_ Sink and toilets clean, tidy, and in working order.
- \_\_\_\_\_ All garbage removed and placed in outside garbage enclosure.
- \_\_\_\_\_ New liners replaced in all trash cans.
- \_\_\_\_\_ Floors left in broom swept condition.
- \_\_\_\_\_ Toilet paper replaced.
- \_\_\_\_\_ Paper towels replaced.

**Hallways**

- \_\_\_\_\_ Floors left in broom swept condition.
- \_\_\_\_\_ Walls clean - NO tacks, pushpins, tape, "funtack", nails, or any form of adhesive

\_\_\_\_\_ on walls and no scuff marks or damage to walls.  
\_\_\_\_\_ KEY LEFT IN UTILITY CLOSET.  
\_\_\_\_\_ Electric heater at bottom of staircase set to LO.

**Elevator**

\_\_\_\_\_ Floors left in broom swept condition.  
\_\_\_\_\_ Walls clean - NO tacks, pushpins, tape, "funtack", nails, or any form of adhesive  
\_\_\_\_\_ on walls and no scuff marks or damage to walls.

\_\_\_\_\_ Thermostats set to either A/C 80 (summer) or Heat 60 (winter).  
\_\_\_\_\_ All personal items removed from building - including chafing dishes.  
\_\_\_\_\_ Entryway and outside entrance free of all cigarette butts.  
\_\_\_\_\_ All garbage removed and placed in outside garbage enclosure.  
\_\_\_\_\_ ALL DOOR STOPS MUST BE REMOVED.  
\_\_\_\_\_ ALL DOORS MUST BE CLOSED.

**THIS CHECKLIST MUST BE SIGNED OFF BY MONITOR OR SECURITY DEPOSIT SHALL  
BE FORFEITED BY THE RENTER.**

**HALL MONITOR MUST TURN IN THIS SIGNED CHECKLIST IN ORDER TO BE PAID.**

Renter Signature \_\_\_\_\_

Monitor Signature \_\_\_\_\_

Date \_\_\_\_\_

Please note any issues before or after rental time/event re: areas that need repair or attention:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST FOR RENTAL AGREEMENT OF BOLGER COMMUNITY ROOM**

Renter's name \_\_\_\_\_

Renter's Phone \_\_\_\_\_

Date & Time of Rental \_\_\_\_\_

Date of initial Inquiry \_\_\_\_\_

Date Rental Agreement turned in completely \_\_\_\_\_

Date Security Deposit Received (\$250) \_\_\_\_\_ check # \_\_\_\_\_

Date Rental Fee Received (\$ \_\_\_\_\_) \_\_\_\_\_ check # \_\_\_\_\_  
\_\_\_\_\_

Date Certificate of Insurance received \_\_\_\_\_

**IF ALL OF THE ABOVE ARE NOT RECEIVED AT LEAST TWO WEEKS PRIOR TO  
THE EVENT, RESERVATION WILL BE CANCELLED.**

Monitor name \_\_\_\_\_

Time of Party \_\_\_\_\_

Time monitor present for initial walk through \_\_\_\_\_

Time event is over and building cleared out \_\_\_\_\_

Date monitor returns all paperwork  
\_\_\_\_\_

Date, check number, & total \$ Monitor is paid \_\_\_\_\_

Date, check number & total \$ refunded for security deposit \_\_\_\_\_