



Millville Soccer Association  
 PO Box 983  
 1400 McCafferty Blvd  
 Millville, NJ 08332

## Facilities Use Agreement

This Use Agreement (“Agreement”) is between “Renter” (also may be referred to as “you”) and Millville Soccer Association (“MSA”). This Agreement can cover a one-time, single event, or can cover an event that covers multiple days and/or times. Exact times and dates are defined as part of this Agreement. Terms and conditions are subject to change at any time and they will apply to all rentals booked immediately after the change.

### Rules & Regulations

1. Application for the use of facilities is made to the Millville Soccer Association, Millville, New Jersey 08332.
2. MSA shall have precedence in the use of all facilities
3. MSA reserves the right to change the rules, regulations and rental charges at any time and to revoke, for cause, permission for use previously granted.
4. An MSA Board Member will be present as a representative of the League for purposes of security, inspection and observation.
5. MSA reserves the right to order police coverage for any given event and any fee is the responsibility of the renter.
6. The renter is responsible for the proper care and use of all property. You are to be the first person admitted and the last person to leave, and shall be in attendance at all times during the occupancy of the building. It is the responsibility of the renter to see that the premises are vacated promptly as specified on the agreement and that the premises are left in the same conditions as prior to the event.
7. The renter is responsible for maintaining proper order on the part of the participants.
8. The renter assumes all liability for all claims resulting from accident, theft, or any cause, and must carry **separate liability insurance**.
9. Only the dates, times listed in the permit are included. All decorations, service or equipment must be included in your application. Approved application will include the extra charge, if any, to be billed to you for the extra use of property.
10. Tables and chairs can be rearranged, but must be returned to their original positions. No other equipment (TV, DVD player, cabinets) is to be moved. Such a request is to be made with the application and will be at the expense of the renter.
11. No staples, thumb tacks, or nails on the walls, posts, ceilings or beams, and the building and equipment must not be marked or defaced in any manner. Decorations are not to be attached to the ceiling in any form.
12. No duct tape to be used on walls, posts, ceilings or beams.
13. No alterations are permitted to the building or electrical system.
14. **SMOKING IS PROHIBITED INSIDE THE BUILDING and/or on the complex property.**
15. **NO ALCOHOL is permitted inside the building or on the complex property.**
16. If any of the rules and regulations now or hereafter established by the MSA are broken or property damaged through carelessness or neglect, the MSA Board will charge the renter for repair or replacement value and may decline to accept any further application for use.
17. Serving of food is permissible, but there will be no cooking of food inside the meeting room, foyer or bathrooms.
18. Clubhouse chairs and tables are to remain in the Clubhouse, not exposed to the elements.
19. Parking area is available for use by all events at no extra charge. Renters and guests must obey parking signs and regulations. There is to be no driving or parking on any grassed area or walking paths.
20. All refuse, trash and recyclables are to be removed from the inside of the building and placed in the trash containment area on the northwest outside corner of the building.
21. Damages, vandalism or excessive cleanup will result in additional billing costs to the renter.
22. It is the responsibility of the renter to see that these regulations are strictly enforced.
23. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS SET FORTH ON THIS APPLICATION MAY MAKE AN ISSUED CONTRACT NULL AND VOID.**

| Fees: | Team Parties: | Non-Soccer Parties<br>(Birthdays, Showers, Ind. Design, etc): | Meetings:                 |
|-------|---------------|---|---------------------------|
|       | Free          | Members: \$25.00/hour   | Members: \$10.00/hour     |
|       |               | Non-Members: \$50.00/hour                                     | Non-Members: \$25.00/hour |



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## Facilities Use Agreement

Date: \_\_\_\_\_

- Contact Person \_\_\_\_\_
- Contact Number: \_\_\_\_\_ E-mail \_\_\_\_\_
- Description of Event: \_\_\_\_\_
- Number of Participants: \_\_\_\_\_ (Meeting Room can hold up to 50 people)
- Date(s) and Time(s) of Use:

**Day/ Month / Date / Year**

**Time**

|       |                      |
|-------|----------------------|
| _____ | Time: _____ to _____ |
| _____ | Time: _____ to _____ |
| _____ | Time: _____ to _____ |
| _____ | Time: _____ to _____ |

- Equipment Requested (list number where # is shown):  
 Chairs (#) \_\_\_\_\_ Whiteboard \_\_\_\_\_ Ice \_\_\_\_\_ (Must provide coolers)  
 Tables (#) \_\_\_\_\_ TV Monitor \_\_\_\_\_ DVD Player \_\_\_\_\_
- MSA Member Y / N (Member is Class I – III per By-Laws) Team Name \_\_\_\_\_
- Certificate of Insurance (needs to be provided before approval). Yes \_\_\_\_\_ No \_\_\_\_\_
- Service Charge: \_\_\_\_\_ Rental Charge: \_\_\_\_\_ Both: \_\_\_\_\_

Rental Payment must be received before date of use.

- This application must be turned in at least 2 weeks prior to the event. Failure to do so could result in denial of use of the facility.** Submit completed form to [publicrelations@millvillesoccer.com](mailto:publicrelations@millvillesoccer.com)

I have read the rules and regulations of the MSA Use Agreement and hereby agree to abide by and enforce them. I further agree to be responsible for any damages arising from the use of these facilities.

Print Name of Renter: \_\_\_\_\_ Signature of Renter: \_\_\_\_\_  
 Address of Renter: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number of Renter: \_\_\_\_\_ E-mail of Renter: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Approving Board Member's Name : \_\_\_\_\_

Approving Board Member's Signature: \_\_\_\_\_

Assigned Personnel: \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

MSA Board President's Signature: \_\_\_\_\_