

# Policy Regulating Use of Gibbsboro Municipal Facilities



**Gibbsboro Borough  
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Gibbsboro, NJ 08026  
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## REVISION HISTORY

VERSION	DATE	RESOLUTION
2	January 28, 2009	2009-2-44
3	April 14, 2010	2010-4-58
4	June 30, 2010	2010-8-87
5	May 11, 2011	2011-5-66
6	March 9, 2022	2022-3-64

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

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**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**SCOPE**

The Borough of Gibbsboro holds and maintains various municipal facilities including buildings, parks, and recreation areas for the public good. These areas are designed for both passive and active recreation. The parks, facilities, and assets (collectively referred to as "facilities") covered by this policy include:

- Cricket Field
- Lucas Park
- Vista Park (2023)
- Blueberry Hill Conservation Area
- Pole Hill Park
  - Senior Recreation Center
  - Dining Annex
  - Scout Building
  - Multi-Purpose Fields
- Hilliards Creek Nature Preserve
- Generations Memorial Park
- Borough Hall
- Lauer Playground
- Bikeways

Municipal facilities are primarily maintained for the use of all residents of the Borough through Gibbsboro local budget appropriations and trust funds derived from property taxes and user fees.

The use of municipal facilities is regulated by this policy and the ordinances of the Borough of Gibbsboro. In the event of a conflict between this policy and the ordinances of the Borough of Gibbsboro, the ordinances shall govern.

**PURPOSE**

These policies and procedures were developed to provide uniform access to municipal facilities for residents of the Borough of Gibbsboro and, on an availability basis, to non-residents of the Borough of Gibbsboro. Camden County residents shall be given priority over residents residing outside Camden County.

**GENERAL USE**

Most municipal facilities are available for individual or group use, provided that such use is consistent with the design of the facility. Parks, playgrounds, and fields are available

for use by the general public on a daily basis from dawn to dusk, weather conditions permitting. Municipal facilities may only be reserved for use by individuals, groups, businesses, or organizations in accordance with this policy and procedure. Additionally, use of municipal facilities may be restricted or prohibited by emergency management personnel or Borough officials as needed.

## **ORGANIZATION AND GROUP USE**

A group includes a family or assembly of two or more people. Not-for-profit organizations (as defined by section 501(c) (3) of the IRS code) and social organizations and groups such as sports teams and leagues may request use of Borough facilities. The use of Borough facilities by for-profit organizations may be considered.

## **PROCEDURE**

Requests for use of municipal facilities must be submitted to the Borough Clerk, in writing, using the REQUEST FOR USE OF BOROUGH FACILITIES form.

The requests must be approved by the Borough Council. Among the factors the Council will use to determine the appropriateness of the request are:

- Borough's liability
- Inconvenience to area residents
- Use of vehicles (or any motorized equipment) on athletic fields or open space/green acres. Consider possible destruction or damage that may occur.
- Event security and the availability of police force; necessity to call on outside police enforcement
- Suspension or disruption to any scheduled athletic or other events
- Increased traffic in surrounding neighborhood
- Disruption/rerouting of emergency services
- Disruption caused to Borough residents from any road closures
- Parking issues: increased foot traffic on busy roads, potential for accidents
- Potential of unlawful/harmful activities within the Borough from increased volume of outside visitors
- Past record of use of Borough facilities by the individual or group.
- Whether the facility is requested for practice or league games. Preference shall be given to league games first, then tournaments, and finally practice.

Should the Borough receive multiple requests for the use of the same facility, recreation area, or park for the same date and time, preference will be given to groups from Gibbsboro or that provide services or opportunities to Gibbsboro residents as evidenced by submitted participant lists. Otherwise, requests will be filled on a first-come-first-serve basis.

## **FEES**

Fees are established for the use of municipal facilities to help defray the costs of maintenance and security. This fee shall not exceed \$1,000 per eight-hour day, exclusive of the cost of contracted police. The amount levied will be based on the size and scope of the event and/or activity and the facilities that are used. The amount of the fee will be determined by the Borough Council in consultation with Borough staff and emergency services personnel. The Council may also waive the facility fee, but not the fee for any police requested (see SECURITY AND POLICE). All fees are used to offset the cost of maintaining Borough public facilities.

All payments must be included with the REQUEST FOR USE OF BOROUGH FACILITIES form in the form of cash or a check made payable to 'Borough of Gibbsboro.' If an application is denied fees will be returned to the applicant.

## **FEE FOR USE OF AN ATHLETIC FIELD**

A fee of \$25 per game/event will be charged for use of the athletic fields at the Cricket Field or Pole Hill Park. If a field is requested for a use for which the field was not intended, (concert, rally, etc.) an additional fee may be charged.

## **FEE FOR USE OF 'THE SENIOR RECREATION CENTER RECREATION ANNEX**

For the Senior Recreation Center, residents of Gibbsboro may use the facility at a rate of \$75 per event. Non-residents may use the Senior Recreation Center Recreation Annex for a fee of \$100 per hour.

## **FEE FOR USE OF THE SENIOR RECREATION CENTER DINING ANNEX**

The Dining Annex is available for rental by residents and the general public for events. Residents of Gibbsboro may use the Dining Annex for up to six hours for a fee of \$300. Non-residents can use the Dining Annex for a fee of \$500 per event.

## **FEE FOR USE OF THE SENIOR RECREATION CENTER DINING ANNEX FOR MEETINGS**

The Dining Annex is available for rental by groups for meetings provided that it is not under contract for an event. A meeting is defined as an activity with a duration of two (2) hours or less that does not involve serving feed. The fee for use of the Dining Annex is \$50 per meeting. The user is responsible for the set up and break down of the facility and removal of all trash.

## **RETURNED CHECK FEE**

Returned checks will be charged a return check fee of \$20.

All fees shall be deposited into trust accounts and used to defray expenses associated with the facilities.

## **WAIVER OF FEES**

### **BOROUGH OR BOARD OF EDUCATION-SPONSORED ACTIVITIES**

Fees will be waived for Borough or Board of Education-sponsored activities.

### **USE BY EMPLOYEES, PROFESSIONALS, AND VOLUNTEERS**

Once per year, upon request, the Borough Council may waive the fees for use of Senior Recreation Facilities provided that the user pays a cleaning and maintenance fee of \$85.

## **USE BY ORGANIZATIONS SERVING GIBBSBORO RESIDENTS**

The Borough Council may waive use fees for an organization that proposes use of a field or facility provided that the organization serves a significant number of residents of Gibbsboro as evidenced by a player/user list of residents. Any league or organization that uses a field or facility for a fund-raising activity is expected to pay the USE FEE or provide scheduled maintenance of the requested field or facility.

### **ADDITIONAL REQUIREMENTS**

#### **REFUNDABLE SECURITY DEPOSIT**

All users must post a \$100 refundable security deposit for use of either the Recreation or the Dining Annex. Non-residents must post a refundable \$2,500 security deposit.

#### **DAMAGES**

Any damages incurred during the use of municipal facilities shall be the responsibility of the person whose signature appears on the request form, and are subject to the penalties outlined in Section 129, Parks and Recreation Areas, of the Code of the Borough of Gibbsboro. The Borough reserves the right to recover the cost to repair any and all damages incurred during an event. (See section 7 on procedures for reporting damage). The cost of repairs will be deducted from the security deposit. In the event of damage/loss/theft at or from the use of these facilities exceeds the security deposit, the balance will be billed to the user and that bill will be due within thirty (30) days of receipt.

#### **INSURANCE**

For the protection of the taxpayers of Gibbsboro, sponsoring organizations and groups are required to carry insurance of no less than \$1 million (\$1,000,000) and no more \$5 million (\$5,000,000) naming the Borough of Gibbsboro as insured. The amount will be determined by the Borough Council in consultation with the Borough staff, Borough Solicitor and emergency management personnel as needed, based on the type of event, its size and the potential for personal injury. This requirement cannot be waived.

#### **SECURITY AND POLICE**

In reviewing the REQUEST FOR USE OF BOROUGH FACILITIES, the Borough Council may determine that police officers are required to support the planned event or activity. Police officers may also be requested by the organization or individual. Only Police Officers from the Gibbsboro Police Department may be used to control or direct traffic. If it is determined that police are required, the REQUESTOR is responsible for scheduling police and pre-paying for their services at the rate in effect in the Borough's collective bargaining agreement with the police union. The Borough will not waive the fee for police.

## APPLICATION PROCEDURE

All requests for use of municipal facilities shall be made via the REQUEST FOR USE OF BOROUGH FACILITIES form and submitted to the Borough Clerk no later than one month prior to the Borough Council meeting preceding the event. The clerk will place the request on the agenda for the next available Council meeting.

Complete requests must contain the following information:

Name of the organization

Name, telephone number and e-mail address of the group's primary contact person and the name and telephone number of a person that will be in attendance at the event

Date(s) of the event

Time of the event

Purpose of the event

Estimated attendance (*if the event is multiple days, provide the estimated attendance for each day*)

A list of all activities to take place

A list of any third-party vendors (*all vendors must also acquire a vendor's license from the Borough Clerk*)

Parking requirements

A list of any signs to be posted

Number of portable restrooms needed and provided by the organization (*at least one portable restroom must meet ADA requirements for use by disabled persons*) – *The determination of need for placement, and removal of portable facilities, is the responsibility of the organization requesting use of the facility.*



**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**APPENDIX I - RULES AND REGULATIONS**

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**General Rules Applicable to All Facilities**

The following rules govern the use of all municipal facilities. The Borough of Gibbsboro uses electronic surveillance for many of its facilities and presence on a municipal facility constitutes consent to being recorded. The Borough will prosecute anyone that deliberately damages municipal facilities to the fullest extent of the law.

1. Smoking is prohibited inside ALL municipal buildings.
2. The possession and/or consumption of alcoholic beverages is prohibited on all municipal property and within municipal buildings at all times.
3. The REQUESTOR is responsible for restoring municipal facilities to the same condition they were in prior to the commencement of the event or activity. This includes the removal of trash, signs and/or debris. The REQUESTOR is also responsible for reimbursing the Borough of Gibbsboro for any clean up or for the replacement or repair of any public facilities damaged directly or indirectly as a result of the event or activity.
4. The Borough of Gibbsboro is not responsible for the security of any items that are stored on Borough property before, during, or after any event.
5. Any property damage or personal injury that occurs during regular business hours (Monday — Thursday 9 am to 4 pm, Friday 9 am - Noon) shall be reported as soon as possible to the Borough Clerk. Any damage or injury that occurs after hours should be reported immediately to the Gibbsboro Police Department.
6. The **USER REPORT FORM** shall be filed with the Borough Clerk by the first business day following the use of the facility documenting the results of the activity or event and reporting any damage to municipal facilities or incidents. The User shall also provide any items requiring maintenance including low supplies.
7. Emergencies shall be immediately reported using 9-1-1. If an emergency occurs within the bikeway, color coded mile markers should be used to report the location of an incident to the nearest mile marker. For example a location might be reported as "Blue Trail - Marker 0.7".
8. Signs are not to be placed on any tree and must be removed following the event.

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**Rules Applicable to the Senior Recreation Center**

**Bowling Alley/Pinsetters**

1. In the event of a pinsetter or ball return malfunction, the user shall turn off the power switch to the pinsetters and report the malfunction on the User Report Form. Under no circumstances shall the user attempt to dislodge stuck bowling balls or affect repairs to the pin setter(s) or ball return(s).
2. Only bowling shoes can be worn on the bowling alley. Street shoes, socks and bare feet are NOT permitted on the bowling lanes. Bowling shoes and sanitizer are provided for your use.
3. At no time is anyone to go beyond the foul line on the bowling lane(s).
4. Never throw a bowling ball when the sweeper/gate is down.
5. At the conclusion of the rental, the user shall turn off the power switch to the pinsetters.

**Pool Table**

1. The pool table is to be covered.
2. All billiard balls must be accounted for and returned to their storage rack.
3. All other equipment must be returned to its appropriate place.

**Dining Annex**

1. Kitchen utensils are available for your use, but they must be cleaned and returned to their proper location. They are NOT to be removed from the building.
2. The refrigerator may be used to store perishable items. Do not remove or use any items stored in the refrigerator at the time of your rental. Remove any items that you store in the refrigerator.
3. If the refrigerator and/or stove is used, clean them to at least the condition found at the start of your rental. .

## **General**

1. All trash must be removed from the facility and placed in the dumpster located in the parking lot.
2. Nothing is to be attached (taped, screwed, nailed, etc.) to the walls or ceilings of the facility.
3. All lights are to be turned off.
4. If thermostats have been adjusted, they must be restored to the “auto” program.

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**RULES AND REGULATIONS**

**Rules Applicable to the Baseball/Softball Fields at Cricket Field**

1. Fields are allocated for three seasons: spring (March 15 – June 15), summer (June 16 – August 31), and fall (September 1 – October 31). Each season requires separate authorization.
2. Any individual, groups or organization, for which the user fees have been waived, that fails to use the reserved field on multiple occasions, without good cause, shall have their approval to use the fields revoked for the season and may be disqualified from future use of the field(s).
3. Fields are not to be dragged at any time by anyone other than official Gibbsboro authorized personnel. If either field needs preparation it should be reported to the Borough Clerk.
4. Games are to be cancelled if conditions are not suitable for play.
5. Vehicles are not permitted on fields at any times.
6. Pepper is not permitted at any time on the complex. Players are not to hit baseballs or softballs into the fences under any circumstances. Players are not to swing bats in the fences at any time. Players are not to lean on fences at any time.
7. Only players in the field, a batter, umpires and coaches are permitted on the field (inside the fences) at any time.
8. All equipment is to be stored in dugouts or behind the fences, off the field of play.
9. The field of play includes all foul territory up to fences. The field of play is to be kept clear of equipment and players that are not in the game. On deck batters are to use on deck boxes behind the fences. No equipment is permitted inside the fences unless it is actively in use in the game.
10. Leagues are responsible for any damage caused to the fields or equipment, including fences.
11. Leagues are responsible to police the playing area and stands of trash and debris at the completion of the game.

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**APPENDIX II - APPLICATION**

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**REQUEST FOR USE OF BOROUGH FACILITIES (1 OF 7)**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town                      State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number (organization)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Phone Number (contact)

\_\_\_\_\_  
Contact for Day of Event/Meeting

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Estimated Attendance

\_\_\_\_\_  
Date(s) of Event/Meeting

\_\_\_\_\_  
Start/End Times of Event/Meeting

**MEETING**                      [ ]

**MUNICIPAL FACILITIES BEING REQUESTED:**

- Cricket Field
- Little League Field                      [ ]
- Babe Ruth Field                              [ ]
- Lucas Park                                      [ ]
- Vista Park                                      [ ]
- Blueberry Hill Conservation Area        [ ]
- Pole Hill Park                                 [ ]
- Senior Recreation Center
- Recreation Annex                            [ ]
- Dining Annex                                 [ ]
- Scout Building                                [ ]
- Multi-Purpose Fields                         [ ]
- Hilliards Creek Nature Preserve        [ ]
- Generations Memorial Park                [ ]
- Borough Hall                                 [ ]
- Lauer Playground                            [ ]

**BIKEWAYS:**

- Blue Trail    [ ]                      Green Trail    [ ]
- Red Trail     [ ]                      Orange Trail   [ ]
- White Trail [ ]                      Yellow Trail   [ ]

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**REQUEST FOR USE OF BOROUGH FACILITIES (2 OF 7)**

What provisions are you making for trash collection and removal? \_\_\_\_\_

---

---

Describe the purpose of your event or activity: \_\_\_\_\_

---

---

If there is more than one activity list all events or activities associated with this request: \_\_\_\_\_

---

---

What provisions are you making for rest room facilities? \_\_\_\_\_

---

---

If you are bringing portable facilities, where will they be located? \_\_\_\_\_

---

---

When will they be removed? \_\_\_\_\_

Will you be posting signs? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

What provisions are you making for the removal of the signs when the event is over? \_\_\_\_\_

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**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**REQUEST FOR USE OF BOROUGH FACILITIES (3 OF 7)**

POLICE **ARE** [ ] / **ARE NOT** [ ] REQUESTED

If police are not requested, what provisions are you making for security? \_\_\_\_\_

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**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**REQUEST FOR USE OF BOROUGH FACILITIES (4 OF 7)**

VENDOR LIST

LIST ALL VENDORS (ATTACH ADDITIONAL SHEETS IF NECESSARY):

\_\_\_\_\_  
Name

For Borough Use:

\_\_\_\_\_  
Address

VENDOR LICENSE:  
[ ] YES [ ] NO

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Business Purpose (food/crafts/souvenirs)

\_\_\_\_\_  
Name

For Borough Use:

\_\_\_\_\_  
Address

VENDOR LICENSE:  
[ ] YES [ ] NO

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Business Purpose (food/crafts/souvenirs)

\_\_\_\_\_  
Name

For Borough Use:

\_\_\_\_\_  
Address

VENDOR LICENSE:  
[ ] YES [ ] NO

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Business Purpose (food/crafts/souvenirs)

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**REQUEST FOR USE OF BOROUGH FACILITIES (5 OF 7)**

**AGREEMENT TO THE ABOVE POLICIES AND PROCEDURES:**

\_\_\_\_\_, certify that I am authorized to submit this request for use of Borough facilities and that I/my organization has received the "**POLICY REGULATING THE USE OF GIBBSBORO MUNICIPAL FACILITIES**" and agree to all of the policies and procedures listed above. Any violation of these policies and procedures will void the individual or organization's privilege to use the facilities in the future.

A copy of this document shall be given to each person or organization requesting the use of Gibbsboro Municipal Facilities.

Witnessed by:

\_\_\_\_\_  
Borough of Gibbsboro

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Municipality, State, Zip Code

(      ) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Organization/Group (Requester)



**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

**USER REPORT FORM (7 OF 7)**

**Return completed form after use of facility**

Facility Used: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Name:  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Organization Represented:  
\_\_\_\_\_

Address (if different than above):  
\_\_\_\_\_  
\_\_\_\_\_

Problems or Malfunctions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Senior Recreation Center) Is the door locked? [ ] YES [ ] NO

If not, why? \_\_\_\_\_  
\_\_\_\_\_

General Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
GIBBSBORO MUNICIPAL FACILITIES**

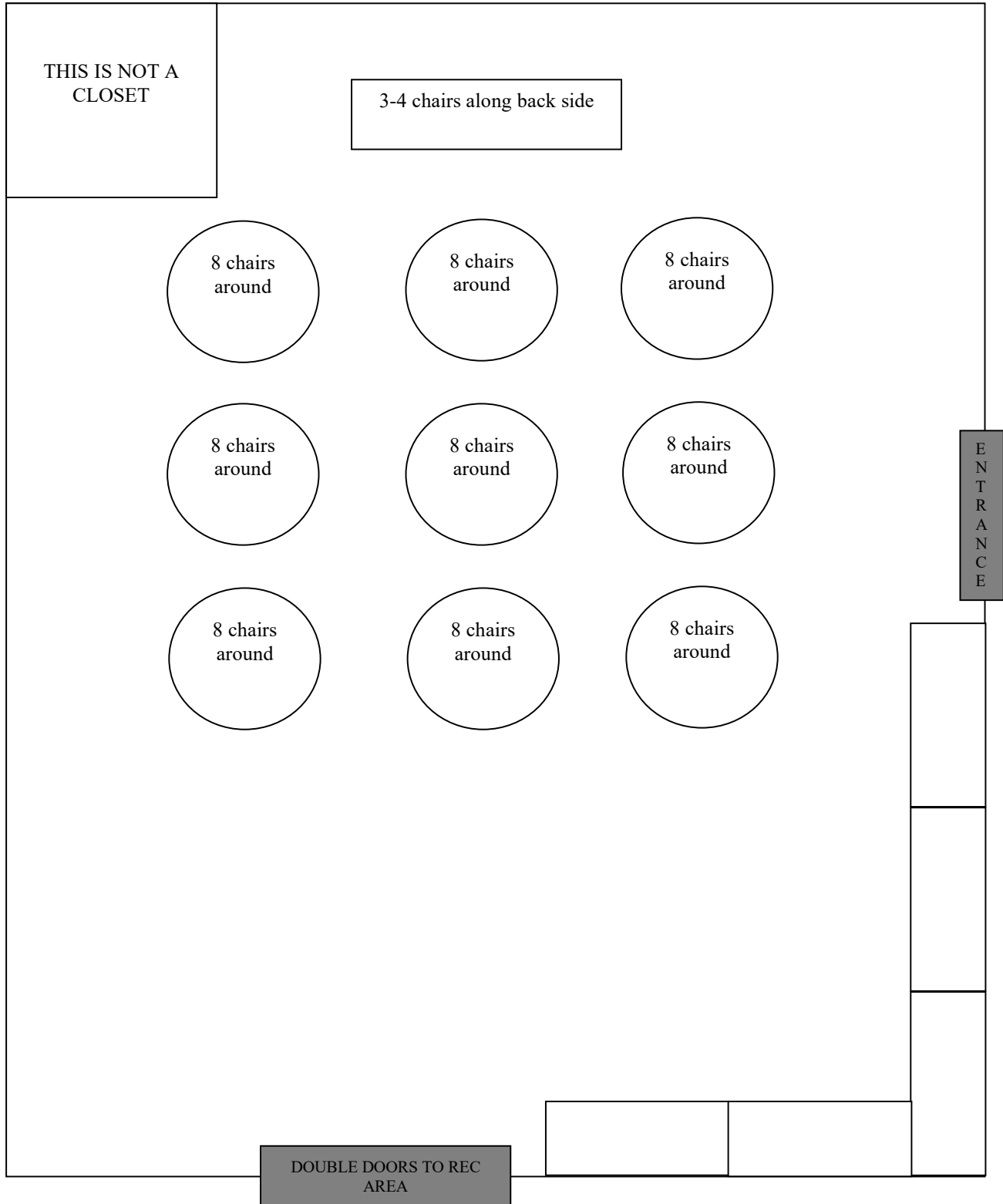
**APPENDIX III - USER INSTRUCTIONS FOR USERS OF THE SENIOR  
RECREATION FACILITY**

## **THINGS TO DO BEFORE LEAVING THE BUILDING**

1. Tables and chairs in dining annex returned to original setup (see diagram)
2. Remaining tables folded and returned to holder
3. Remaining chairs returned
4. All trash and recycling removed – place trash in dumpster
5. Floors spot cleaned and swept
6. Kitchen counters cleaned
7. If used, refrigerator, range, and oven cleaned
8. Long tables may remain set up if placed against the wall
9. Bathrooms tidied (make a note on user report form if supplies are low)
10. Podium power cord and microphone accounted for
11. Air/heat returned to proper setting
12. All lights turned off
13. Doors locked

# DINING ANNEX TABLE/CHAIR DIAGRAM

**YOU MUST RETURN TABLES AND CHAIRS  
TO THIS SETUP BEFORE LEAVING**





## **INSTRUCTIONS FOR USE OF PODIUM/SOUND SYSTEM**

### **ADJUSTMENTS:**

1. The power button located near the clock will turn the amp/mixer on and off
2. To adjust the level of the lectern microphone, turn the “lectern: knob up or down
3. To adjust the level of the line input 2, turn the “Input 2” knob up or down
4. To adjust the level of the AUX input, turn the “AUX” knob up or down
5. To adjust the brightness of the LED dashboard, turn the “Light Control” knob up or down

### **HOOK UPS:**

The lectern/podium goose neck microphone must be plugged into the 3 pin XLR microphone plug coming out of the shock mount (the round plastic device on the desk of the podium)

The input 2 connection is accessed from the shelf area and can be used for wireless microphones, CD players, etc.

The Aux input connection is just to the right of the AUX volume knob and LED on indicator and can be used for laptops or any other line level input

### **NOTE:**

Be careful not to push down the 3 pin XLR connector coming out of the shock mount into the lectern/podium. If you do, you will have to take the front insert off by removing the six mounting screws and re-inserting the XLR through the shock mount.

**BOROUGH OF GIBBSBORO  
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**APPENDIX IV - BOROUGH CHECKLIST**

**BOROUGH OF GIBBSBORO  
POLICY REGULATING USE OF  
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**SENIOR RECREATION CENTER CHECKLIST**

NO.	DESCRIPTION	CHECKED	BOROUGH	COMMENTS
	<b>DINING ANNEX</b>			
	<b>TABLES</b>			
10	96" RECTANGULAR			
15	72 " ROUND			
150	<b>CHAIRS</b>			
2	<b>TABLE TRUCKS</b>			
1	<b>SOUND SYSTEM/PODIUM</b>			
	(INSTRUCTIONS ATTACHED)			
<b>* TABLES AND CHAIRS IN DINING ANNEX MUST BE RETURNED TO ORIGINAL SETUP</b>				
	<b>RECREATION ANNEX</b>			
	<b>POOL TABLE</b>			
1	BRIDGE			
16	BALLS			
6	POOL STICKS			
	<b>SHUFFLEBOARD</b>			
8	QUOITS			
	TABLE WAX			
	<b>BOWLING ALLEY</b>			
	SCORE TABLE			
	BOWLING BALLS			
15	PAIRS BOWLING SHOES			
2	AMERICAN FLAGS			
2	STOOLS			
1	TV & REMOTE CONTROL			
8	TABLES			
24	FOLDING CHAIRS			
1	COMPUTER			
2	DVD PLAYERS			
2	FIRE EXTINGUISHERS			
	<b>KITCHEN</b>			
1	RANGE/OVEN			
1	MICROWAVE/COFFEE POT			
1	REFRIGERATOR			

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

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

By : \_\_\_\_\_

Bond Posted: [ ] YES [ ] NO

Refunded: [ ] YES [ ] NO