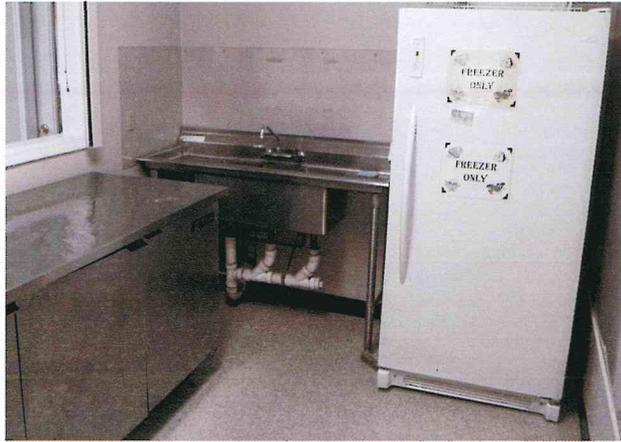


LAKE ROOM



KITCHEN



# TOBY KATZ COMMUNITY CENTER

Rev. 3/17

## Procedures & Guidelines

SKATE ROOM



MAIN PARKING LOT



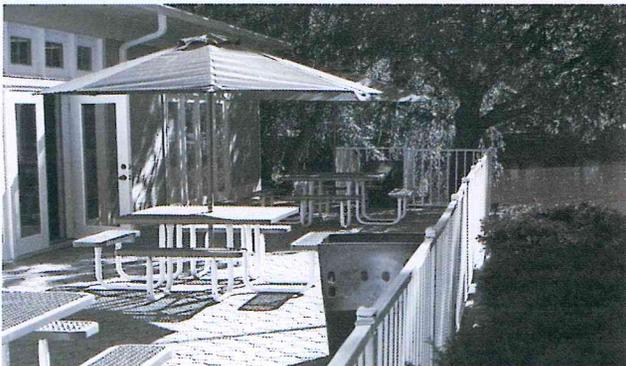
Owned & Operated by  
West Orange Rec Dept.

*Bill Kehoe*  
Director of Recreation

*Juan Pintado*  
Facility Manager

*Robert D. Parisi*  
Mayor

PATIO



REAR PARKING LOT



### CONTACT INFORMATION

Booking Office 973-325-4150

Katz Building 973-325-4087

Email: [jpintado@westorange.org](mailto:jpintado@westorange.org)

# TOBY KATZ COMMUNITY CENTER

**Overview** - The WO Rec Dept. owns and operates the Toby Katz Community Center at Degnan Park. The park is located on Alisa Drive off of Pleasant Valley Way. Facility use is restricted to West Orange residents, businesses and organizations.

**The Facility** - The Katz Center has two heated and air-conditioned rooms for public use. Round tables are available for guest seating. Four rectangular tables are placed in permanent locations for food and DJ's. The kitchen has a refrigerator, freezer, sink and an industrial microwave.

- A. The Lake Room holds a maximum of one hundred and ten people. It has an outdoor patio equipped with three square picnic tables.
- B. The Skate Room holds a maximum of forty people.
- C. Use of both rooms for the same event carries an additional room surcharge.
- D. THE BUILDING IS CLOSED TO THE PUBLIC EACH SUMMER (JULY & AUGUST)

## Restrictions

- A. Rental of the facility does not include exclusive use of the fields, courts or play areas in Degnan Park.
- B. Rental fees are based on time in the building. You pay full rate for time used by decorators, caterers, etc.
- C. Moon walks, dunk tanks, pony rides etc. are not permitted.
- D. Cooking is limited to existing equipment and/or chafing dishes.
- E. Alcohol is limited to beer & wine. The Township's liquor liability insurance policy does not cover the renter. Renter is advised to discuss this important matter with their insurance professional.

**Parking** - Limited parking is located in the rear of the building some of which require a valid handicapped ID. We suggest you earmark those spaces for guests with ambulatory or other health issues. The main parking lot is adjacent to the tennis courts. **Parking violations in the driveway or in the rear lot will be strictly enforced. No warnings will be given.**

**Fees** - Renters must pay a rental fee and a security deposit. Any or all of the deposit may be retained by the Township for the following reasons: 1) untimely cancellation 2) property damage, or additional clean up 3) use of the facility that exceeds the times of the contract.

**Rental Procedures** - Bookings can be made up to six months in advance.

## **Step by Step Guideline**

**1. Contact the WO Rec Dept. at 973-325-4150 and check for availability of date(s).**

**Hours: Monday - Friday 8:30 AM - 4:30 PM**

**2. If you find a date you would like, reserve it and make an appointment with the Katz Center Coordinator**

*(Use the checklist to prepare for your appointment.)*



**3. Report to the WO Rec Dept. for your appointment (Call the day before to double check.) Complete and sign the Rental Agreement with the Katz Center Coordinator and make the Security Deposit payment to secure the date. The final rental payment will be due thirty (30) days prior to the event. Your use of the facility is guaranteed only after the completion of this step.**

**4. Secure from the Katz Center Coordinator a copy of your Rental Agreement and a blank Set-Up Form. The Set-Up Form is due no later than thirty days prior to your use of the facility. That deadline date will be indicated on your Rental Agreement and also on your Set-Up Form.**

**5. At this time, feel free to send out your invitations. We strongly recommend that you instruct your guests on the invitation to park in the tennis court lot.**

**6. Check with the Katz Center Coordinator on any last minute changes.**

**Day of the Event**- The room will be set up prior to your arrival. A Site Manager will be with you for the duration of your affair.

**Deposit Refund** - Your deposit will be refunded to you 4-6 weeks after the affair in the form of a Township check. Any deductions will be accompanied by a detailed explanation.

### **IMPORTANT NOTE**

*The Recreation Department reserves the right to cancel an event for failure to submit payments, Rental Agreements and Set Up Forms by prescribed deadlines.*

## Appointment Checklist

**\*\*Complete Prior To Appointment\*\***

1. Verify West Orange Residency  
NJ Driver's License (with WO Address)

#: \_\_\_\_\_

2. Time Frame (Include Set-Up & Clean-Up)  
**\*\* one hour blocks increments\*\***

Three (3) hour minimum

a. Time you will arrive.....\_\_\_\_\_

b. Time you will depart.....\_\_\_\_\_

**TOTAL HOURS = \_\_\_\_\_**

3. Outside Vendors

a. Caterer

Name & phone: \_\_\_\_\_

b. Entertainment

Name & phone: \_\_\_\_\_

4. Number of Guests.....\_\_\_\_\_

5. Number of Round Tables (60")....\_\_\_\_\_

Each Table Seats Eight (8)

A) Rental Fee +

Additional Room Surcharge ...\_\_\_\_\_

B) Security Deposit.....\$125.

## Rate Schedule

Hourly Rates

Residents, Local Organizations....\$115./hr.

Businesses.....\$150./hr.

Additional Room Surcharge.....\$50./hr.

Securit

Deposit.....\$125.