



# Borough of Chatham, New Jersey

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94 Fairmount Avenue, Chatham, New Jersey 07928

[stanleycenter@chathamborough.org](mailto:stanleycenter@chathamborough.org)

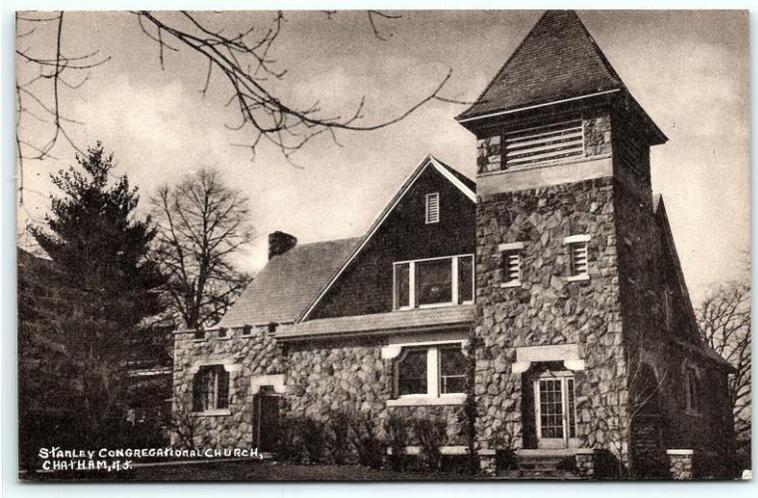
[www.chathamborough.org](http://www.chathamborough.org)

973-635-0674 x 200.

# TABLE OF CONTENTS

Building History _____	3
Rooms and Rentals _____	4
Overview _____	4
Room Prices _____	11
Additional Information _____	14
Rental Requirements _____	14
Equipment Available _____	16
Additional Fees _____	17
Notes on the Building _____	18
Contact _____	18
Application for Facility Use _____	19
Facility Use Questionnaire _____	20
Facility Use Rules & Regulations _____	21
Hold Harmless Agreement _____	23

## BUILDING HISTORY



The Stanley Congregational Church operated for over 150 years in Chatham, and starting in 1903 operated from this building at the corner of Fairmount Avenue and Oliver Street in Chatham Borough, New Jersey.

The congregation was founded by George Shepard Page in 1867 and started as a Sabbath School which was held under trees on a hillside. Page, who owned a factory in Chatham, named the building Stanley because his mother's maiden name was Stanley.

In the 1960s, Stanley was the first church in Chatham to admit black members, and it continued its policies of inclusion for the life of the congregation.

The congregation had as many as 1,000 active members in the 1980s, but this number dwindled in the coming decades and only 15 active members remained as of 2017.

The Stanley Congregation approached the Borough in the spring of 2019 about donating the building, and the building was donated to Chatham Borough in 2020. The donation included \$350,000 for improvements and maintenance, with a desire that the building be used as a community resource.

Since the donation, the Borough has made numerous improvements to the building's interior and exterior. The building upgrades are still a work in progress – with the ancient oil burning furnace slated for replacement in 2024 and possible addition of air conditioning and other amenities in the coming years.

# ROOMS AND RENTALS

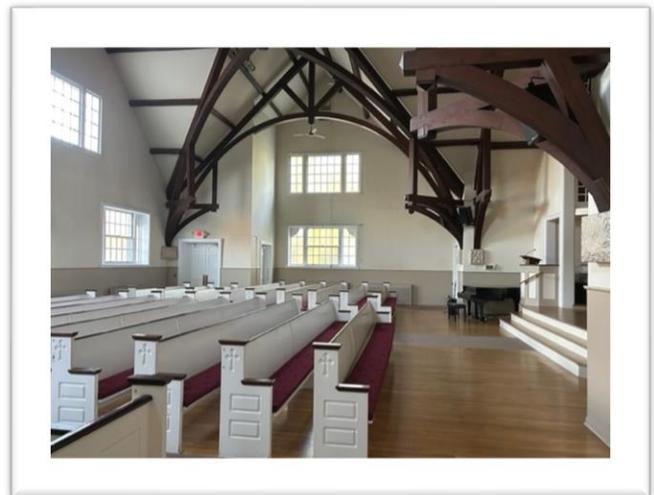
## Overview

The shining stars of the Stanley Center are the Margaret Ann Stanley Hall and the George Shepard Page auditorium and reception room.

Stanley Hall, the former church sanctuary, has fixed pews and a raised altar, as well as an organ and grand piano and built in sound system with speakers. This room has exceptional acoustics and can be used for weddings, concerts, lectures, or similar events. The raised alter is quite small which should be taken into consideration when planning events.

## Margaret Ann Stanley Hall





*Margaret Ann Stanley Hall*

Connected to the Stanley Hall is a large room that can be used as a “green room” for performers, for a bridal party preparing for an event, or as a stand-alone meeting room.



*Stanley Hall Green Room*

## Mezzanine Level

On the mezzanine level (up from the sanctuary) is the large John Wescott Room which was the church's former choir room. The room is suitable for larger groups, rehearsal space, or exercise classes. The Edna Van Sickle Budd room and two small offices are also on this level.



*John Wescott Room*

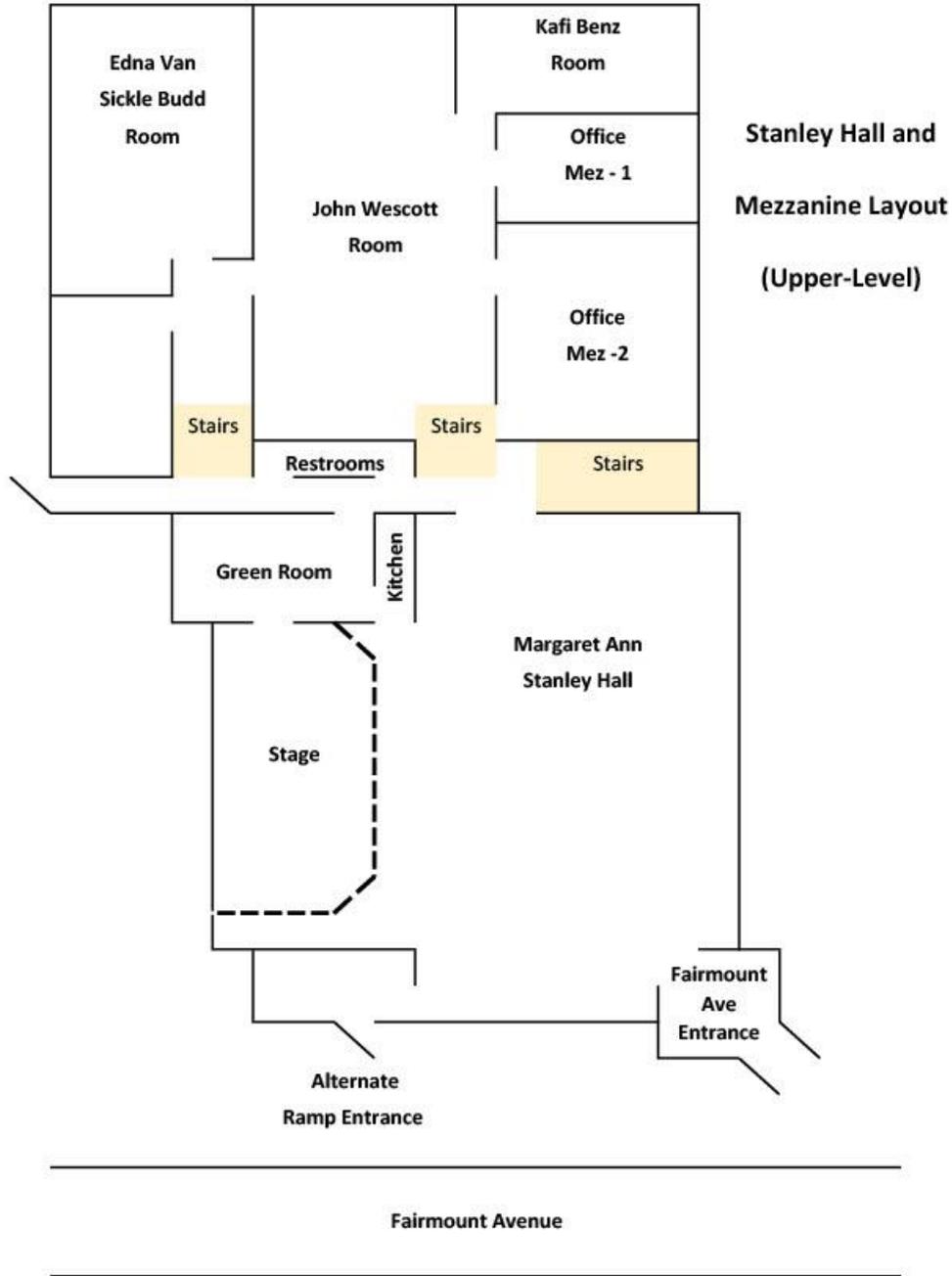


*Edna Van Sickle Budd Room*



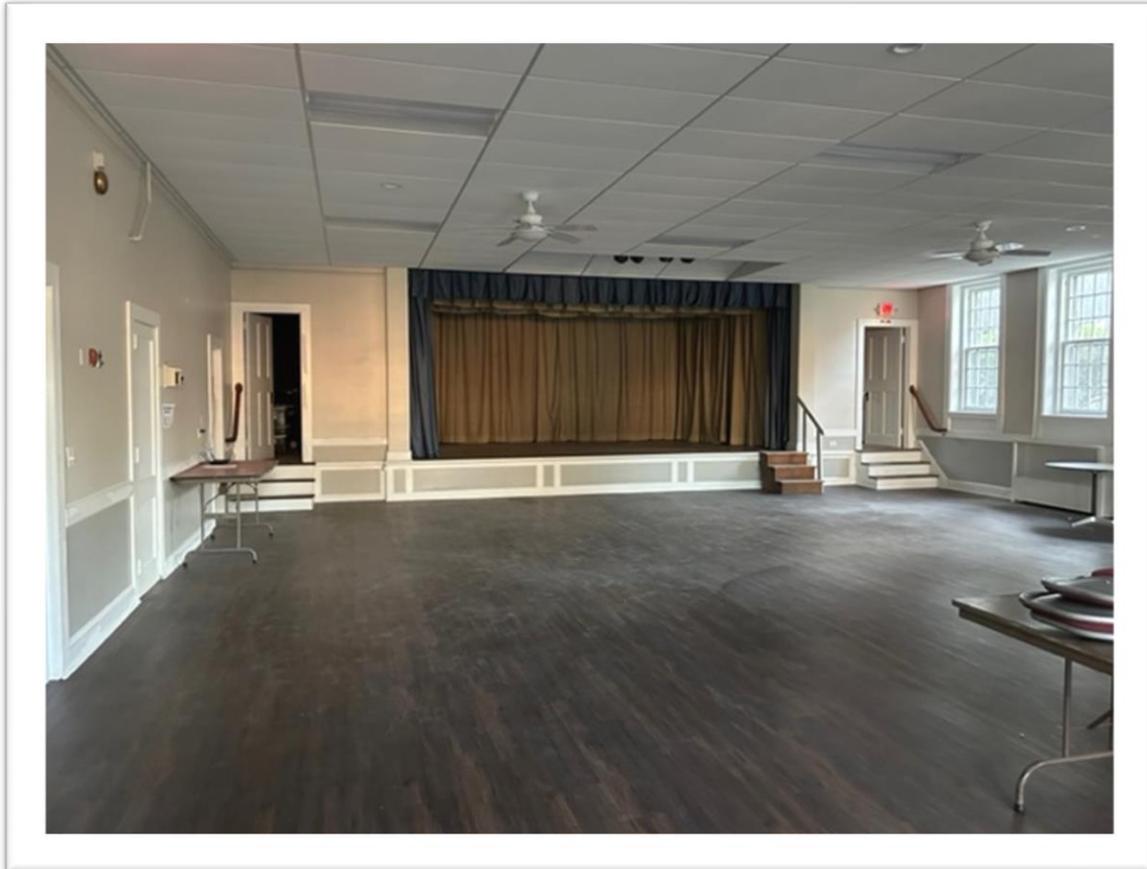
*Kafi Benz Room*

### Hall and Mezzanine Layout (Upper-Level)



## Lower Level / George Shepard Page Auditorium

On the lower floor, the George Shepard Page auditorium and Reception Room has a stage and backstage area that can be used for performances or large events. This room can be configured in a number of ways including for seated dining, buffets, or audiences.



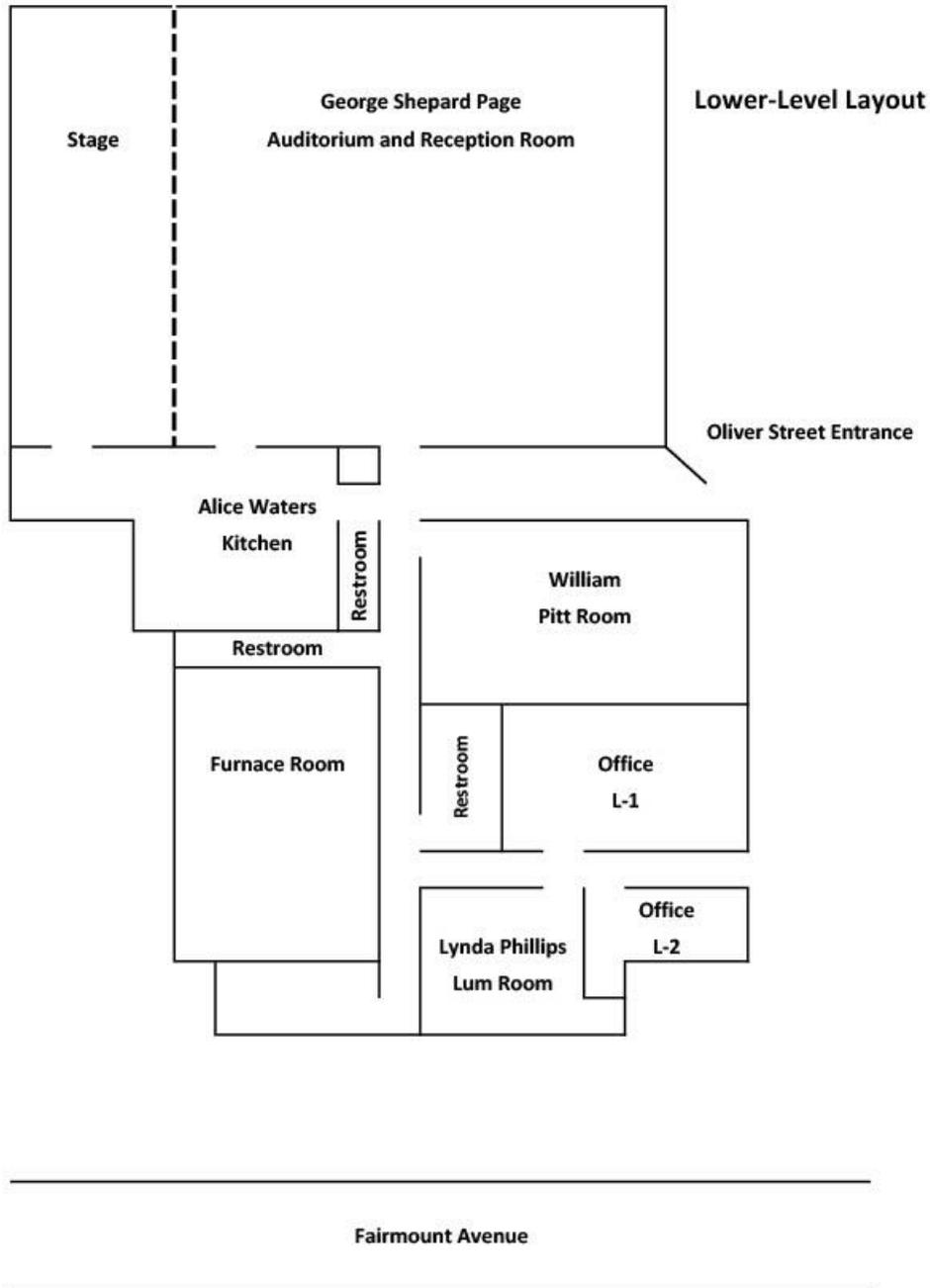
*George Shepard Page Auditorium*

This floor also has a commercial kitchen, which can be used for setting up catered meals. (At this time, Health Department rules do limit the uses of the kitchen.)



## Lower-Level Layout

This level also has four rooms that can serve as offices, small party rooms, or classrooms.



## Outdoor Spaces

The outdoor spaces at The Stanley Center are a work in progress, but areas are available for outdoor gathering in good weather.



## Room Prices

	Name	Square footage	Occupancy	Hourly Rate - 3 hour minimum for most uses	
				Weekdays	Evening / Weekends
<b>FIRST FLOOR</b>					
Auditorium with Stage	Page Auditorium	2352	120 - tables and chairs; 230 seated; 275 standing	\$ 150	\$ 200
Office #1	William Pitt Room	430	22	\$ 75	\$ 125
Office #2	Lynda Phillips Lum Room	306	15	\$ 50	\$ 75
Office #3	Office L-1	232	12	\$ 50	\$ 75
Office #4	Office L-2	210	11	\$ 50	\$ 75
<b>SECOND FLOOR</b>					
Sanctuary + Green Room	Margaret Ann Stanley Hall	2577	226: fixed seating	\$ 200	\$ 300
Green Room per hour	Green Room	330	17	\$ 50	\$ 75
<b>MEZZANINE</b>					
Lounge	Edna Van Sickle Budd Room	531	27	\$ 100	\$ 150
Practice Room	John Wescott Room	1024	51	\$ 100	\$ 150
Corner Office	Kafi Benz room	230	12	\$ 50	\$ 75
Office	Office Mez-1	185	9	\$ 40	\$ 60
Office	Office Mez-2	225	11	\$ 50	\$ 75

Except by prior arrangement, there is a **three-hour minimum** for all room rentals.

Prices are in two categories: Weekdays (Monday – Friday 8 am – 5 pm, excluding holidays) and Evenings / Weekends (from 5 pm Friday through Sunday night plus holidays).

Chatham Borough residents will receive a 25% discount from the base price. Non-profit organizations with confirmed 501(c)3 non-profit status will also receive a 25% discount from the base price. If a non-profit is based in Chatham, the discount is 50%. Chatham Borough non-profit entities will also receive two free uses per year (excluding the sanctuary and auditorium spaces).

Weekly or more frequent use is subject to discount as is all-day use of any room. Please see the program manager to discuss these rates.

## Origin of Room Names

### Sanctuary Level

Margaret Ann Stanley – Mother of the founder of the Stanley Congregational Church, after whom the church was originally named.

### Mezzanine Level

John Wescott – Beloved son who was raised in Chatham and died in World War I. His parents donated funds to the Chatham Historical Society to help preserve records related to Chatham's history.

Kafi Benz – Activist and early leader of efforts to save the Great Swamp from becoming a Jetport.

Edna Van Sickle Budd – Led the effort to gather Chatham's historical information into what became the 14 volume Fishawack Papers.

### Lower Level

George Shepard Page – Founder of the Stanley Congregational Church.

Alice Waters – Famous chef and restaurateur, born in Chatham Borough.

William Pitt – First Earl of Chatham

Lynda Phillips Lum – Chatham's first librarian.

# ADDITIONAL INFORMATION

## Rental Requirements

### Non-Discrimination

Building Users may not discriminate with regard to any activity on the basis of race, religion, gender, nationality, ethnicity, sexual orientation, or any other protected group status or demographic characteristic, or based on political belief or preference.

### Leave it as you Found It

The Stanley Center is a valuable resource to the Community. To make this resource available to our community's groups and organizations at a reasonable cost, we rely on users to take good care of the facility and to help to keep it in good condition. To this end, we request that Applicants leave the building in a condition that is equal or better to the condition in which it was found, and that any damage or concerns be brought to the immediate attention of Stanley Center Staff.

### Check in / Check out

The applicant is responsible for checking in with the Borough's Staff upon entering the building and checking out upon leaving. All guests of the Applicant's group shall have left the building prior to Applicant's check out.

### Facility Use, Hold Harmless, and Insurance Required

All users (even those using the building at no cost) MUST complete a Chatham Borough Facility Use form, a Hold Harmless agreement, and provide a certificate of insurance with the Borough of Chatham as a named party to the insurance. For residents who are not part of a larger organization, such insurance can often be obtained from your homeowner's insurance provider.

### Parking

Parking is extremely limited in the area around the Stanley Center.

Use of either the Stanley Hall or the Page Auditorium for large-scale events (over 20 individuals) must include a parking plan for your event, and will likely require the use of a satellite lot (either at St. Patrick's Church or the Washington Avenue School, less than two blocks away).

Some users have found that securing bus transportation from another venue (for example, a hotel where wedding guests are staying) is an effective option. If a bus is used, the driver should be informed that idling is not permitted. Alternatively, a valet can be used.

Handicapped spots can be designated immediately in front of the building. All others should endeavor to park on Fairmount Avenue or at one of the designated lots. Cars that block driveways on Oliver will be ticketed.

### **Kitchen Use and Food**

Sale of prepared (not pre-packaged) food requires a permit from the Chatham Health Department.

If food is to be provided at an event, users may only bring in or order pre-packaged food, food from a licensed restaurant, or food from a licensed caterer. Brown bag events are permitted (where each participant brings his or her own food) but pot-luck events are not because of Health Department concerns.

Currently the Stanley Kitchen is not approved for commercial use. Licensed caterers may use the kitchen as a staging area.

### **Alcohol**

Serving of alcohol requires compliance with all state ABC regulations and/or provisions of the Chatham Borough Code, to the extent that they may be applicable under the particular circumstances. Contact the building manager for additional information on this process.

## Equipment Available

### Sound Equipment

The building has high-quality sound equipment available. There may be a fee for use, set up, and take-down of this equipment.

### Tables and Chairs

Folding tables and chairs are available and can be configured based on the requirements of the event.

### Kitchen Equipment and Dishes

The kitchen includes an extensive set of dishware, silverware, and antique china. Please discuss use of these items with the building manager. Any items used must be cleaned according to the requirements of the Chatham Health Department and put away properly.

## **Additional Fees**

### **Deposit**

A deposit will be required to secure the room, and will be refundable after the rental provided that the room is left in the condition in which it was found.

### **Cleaning**

Larger events and events involving the serving of food may require a professional cleaner to be secured by the Borough. If so, fees associated with this will be charged.

### **Setup and takedown**

Depending on the requirements for room setup, additional fees may be charged for room setup and/or takedown.

### **Sound equipment**

If Borough staff (or contractors) are used for setup and management of sound equipment, a fee may be incurred.

### **Building security**

For some events, building security may be required or requested. This can be provided and will be charged at the police extra-duty rate.

## Notes on the Building

### Accessibility

The building was completed long before current accessibility requirements were developed, and while improvements have been made, it does not meet standards for ADA accessibility. The Sanctuary can be reached from Fairmount Avenue and there is an entrance that does not require the use of steps, but it is somewhat steep. While there are two restrooms on this floor, they are not ADA compliant. The lower floor has an ADA compliant restroom and can be reached without stairs through the building entrance on Oliver Street. Chatham Borough continues to explore options for improving accessibility of the building. The Mezzanine level (with the John Wescott Room) requires stairs to access.

### Heating and Cooling

The building's heating system is slated for replacement with a high efficiency gas system. The existing system is adequate but costly; as a result, the building temperatures are kept relatively low when not in use.

There is no air conditioning at this time. The possibility of adding air conditioning is being explored. Most rooms remain relatively cool in the summer, and window units may be available. Please discuss this with the building manager.

## Contact

For more information, please contact [stanleycenter@chathamborough.org](mailto:stanleycenter@chathamborough.org) or the Department of Community Services: 973-635-0674 x 200.



# APPLICATION FOR FACILITY USE

THE HOLD HARMLESS AGREEMENT MUST BE COMPLETED AND RETURNED WITH THIS APPLICATION ALONG WITH THE PROPER CERTIFICATE OF INSURANCE.

## APPLICANT INFORMATION

Name:

*(Applicant – Organization or Individual, as applicable)*

Address:

Contact Person:

Telephone:

Email:

## ROOM(s) REQUESTED:

## EVENT INFORMATION

Type of Event:

EVENT DATE:            TIME:            ESTIMATED ATTENDANCE:

Authorized Signature:

Printed Name and Title:

*If applicant is applying on behalf of an organization, applicant warrants that he/she has authority to bind the organization listed above. If applicant does not have such authority, or if no organization is involved, applicant agrees that this application is made on his/her own behalf and is binding on applicant.*

## OFFICIAL USE ONLY

Date Received:

Received by:

Comments:

Approved     Denied

ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_



## FACILITY USE QUESTIONNAIRE

Attach additional sheets as necessary, including Certificates of Insurance, plans, maps and advertisements if public.

### Certificate of insurance

- Must be provided for all users and any vendor that a user may bring in
- Must name the Borough of Chatham, 54 Fairmount Ave, Chatham NJ 07928 as additionally insured and including the event date(s).
- Must specify that the “*Borough of Chatham is included as additional insured solely for liability arising out of the operations of the named insured, where required on the Facilities Use Form/Application.*”

**Will there be tables and/or chairs used/rented:**

Yes

No

If so, how many: \_\_\_\_\_

**Will there be signs placed advertising the event:**

Yes

No

If so, provide a map of where signs will be placed. All signs must be removed following the event.

**Will equipment be on site overnight:**

Yes

No

If so, please explain:

**Will there be live music or entertainment:**

Yes

No

If so, please provide details including a timeframe:

**If you will be selling or serving food and or alcohol**

Yes

No

If so, please provide details:

**Please list all event sponsors:**

**Please provide a plan for cleaning and disposing of all refuse from the event. Note that all trash must be disposed of off-site:**

**If over 30 people are expected to attend, please attach a parking plan to include off-site parking for non-disabled participants.**



## FACILITY USE RULES & REGULATIONS

1. The Applicant is deemed to be the responsible person for the permitted event and must be present to supervise the permitted event during the entire time the Borough facility is in use. Applicant must always have an approved copy of the permit in their possession during the permitted event.
2. All Borough facilities must be left clean, and all trash removed from the facility following the permitted event.
3. Individuals signing on behalf of an organization must agree to be personally responsible for any damage to either the facilities or the equipment.
4. In the event that, during use of the room/area, there are issues with the conditions of the room, they should be reported immediately, in writing, to the Department of Community Services.
5. If applicant requests to use a key, a signed receipt is required. Key distribution will be at the discretion of the Community Services Department. The key must be promptly returned following the end of the facility use. Key duplication is strictly prohibited.
6. The Applicant hereby agrees that it may not use a Borough facility for any purpose other than the type of event described above. The Applicant further agrees to all restrictions and instructions given by the Borough, whether written or oral. The Applicant shall not use a Borough facility for any unlawful purpose, nor for any purpose inconsistent with the purposes of the Borough or in any way which shall constitute a nuisance, damage or waste the Borough facility in any way, or obligate the Borough in any way. **Failure to abide by the rules set forth herein and any special conditions of the permit can result in immediate loss of permit privileges and event cancellation.**
7. The grant of permission to use a Borough facility shall not constitute a tenancy of any kind. This permission may not be assigned by the Applicant in whole or in part.
8. The Applicant hereby agrees to defend, indemnify, and hold harmless the Borough, its elected and appointed officers, employees, volunteers and agents, individually and collectively, from and against any and all damages, costs, losses, claims, actions, demands, expenses, liability or judgements, including, without limitation, reasonable attorney fees and costs, arising out of or resulting from the undersigned's use or occupancy of a Borough facility.
9. The Borough of Chatham must be named as an additional insured on a Certificate of Insurance, with minimum coverage and requirements as follows, and dated for the event:
  - a. General Liability \$1,000,000
  - b. Automotive Liability \$1,000,000
  - c. Worker's Comp Coverage A STATUTORY; Coverage B \$1,000,000
  - d. Certificate(s) of Insurance must be provided prior to the event.

- e. Insurance must remain in force for the duration of the 24-hour day and the certificate must reflect coverage effective for the appropriate appearance times.

**10. Unless authorized by the Borough of Chatham, as appropriate, in accordance with §195-19 of the Borough Code, the possession or consumption of alcoholic beverages upon or in Borough facilities is prohibited.**

- a. Upon receipt of permit to serve alcohol, the applicant must provide liquor liability coverage in the amount of \$1,000,000.
11. The Borough reserves the right to require the applicant to provide, at its own expense, security personnel, sanitation equipment and facilities, or other services necessary to guarantee the public health and welfare.
  12. Permits are subject to cancellation if the approved event is pre-empted by a scheduled Borough event.
  13. Permits may be revoked at the discretion of the Chatham Borough Police Department.
  14. Applicable fees should be made payable to the Borough of Chatham.
  15. Applications for Facility Use at Stanley Center should be submitted no later than 45 days prior to the proposed event date due to the Governing Body meeting schedule and preplanning with Borough Departments.
  16. The Borough of Chatham reserves the right to deny an application that is submitted with insufficient time for processing and appropriate approvals.

Applications are to be submitted to:

Chatham Borough  
54 Fairmount Avenue  
Chatham, New Jersey 07928  
Attn. Community Services Department

Or [stanleycenter@chathamborough.org](mailto:stanleycenter@chathamborough.org)

*I agree to comply with all the stated rules and regulations. I also understand and agree that failure to comply with the states rules and regulations may result in the denial or revocation of the permit.*

Authorized Signature: \_\_\_\_\_

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

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



# HOLD HARMLESS AGREEMENT

## 1. DEFINITIONS

"I/we, me, my" shall mean

### INDIVIDUAL

Name:

Address:

Telephone:

Email:

### ORGANIZATION (if applicable)

Person Responsible:

Organization Title:

Organization Address:

Organization Telephone:

You/Yours" shall mean the municipal corporation known as the Borough of Chatham, its agents, servants, employees, or contractors.

### GENERAL INFORMATION

Date(s):

Hours site is needed FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

Activity to be held (describe in detail):

2. I sign this Hold-Harmless as my voluntary act and by this act claim agree to hold the Borough of Chatham Harmless and indemnify the Borough of Chatham from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of
  - a. Borough of Chatham; (applicable only if the user of the site is a corporation)
  - b. Any guest, invitee, licensee, visitor, or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described above) on the date above.
3. I state the activity listed above will NOT include the consumption of alcoholic beverages, but should any person described in Paragraph 3(b) consume alcohol or allow or permit others to consume alcohol then I agree to be bound to the terms of Paragraph 5 below.

Applicable  Not Applicable

I state that the activity listed above will include the consumption of alcoholic beverages and that because of such consumption I have the following additional duties to the Borough of Chatham related to the use of the site listed above:

- a. That I am solely responsible for the dispensing and consumption of alcohol, including the prudent and responsible dispensing and consumption of alcohol by all person involved in the activity described above including but not limited to those persons described in Paragraph 3(b);
- b. To acknowledge by the signing of this Hold-Harmless that the Borough of Chatham has no authority, control, or participation in the dispensation or consumption of alcohol on the site and date listed above and that I will take no step, action, or measure to convey the idea that the Borough of Chatham in any way has promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages at the site on the date listed above;
- c. That I will not allow persons under the age of 21 to dispense or consume alcohol at the site during the activity to be held on Borough of Chatham property;
- d. To comply with all Municipal Ordinances related to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits.

4. I also agree that where the municipal officer signing this Hold Harmless on the Borough's behalf feels I should provide to the Borough of Chatham a Certificate of Insurance and proof of existing "Special Events Insurance" that I shall provide same to that municipal officer as soon as practicable and not less than five (5) business days before the date of the planned activity. The appropriate municipal officer will check below if this Paragraph is applicable to the activity listed above.  Applicable  Not Applicable

5. I also agree that I am obligated to reimburse the Borough of Chatham for all reasonable attorney's fees incurred by the Borough of Chatham to enforce the terms of this Hold-Harmless or to defend the Borough of Chatham against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by ME at MY sole cost and expense pursuant to this Hold-Harmless.

6. LEGAL SIGNATURE

a. Individual \_\_\_\_\_  
 On behalf of \_\_\_\_\_ (Organization)  
 \_\_\_\_\_ (Corporation)  
 Title \_\_\_\_\_

b. Municipality \_\_\_\_\_  
 Title \_\_\_\_\_