



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-21-30

### AN ORDINANCE AMENDING SECTION 2-41.2 OF THE BOROUGH CODE REGARDING APPLICATION PROCEDURE FOR REQUESTS FOR USE OF THE COMMUNITY CENTER

**WHEREAS**, Section 2-41 of the Borough Code provides application procedures pertaining to requests for use of the Community Center; and

**WHEREAS**, the Borough wishes to revise its procedures to provide that review and approval of such requests shall be performed by the Borough Administrator.

**NOW, THEREFORE, BE IT ORDAINED** by the governing body of the Borough of Highlands as follows:

**SECTION I.** Borough Code Section 2-41.2, "Application and Approval" shall be amended as follows: (All additions are shown in **bold italics with underlines**; all deletions are shown as **strikeovers in bold italics**):

#### **2-41.2 Application and Approval.**

All requests for use of the Community Center shall be made on a facility request form with detailed program information and shall be presented by the director of recreation for review and approval by the ~~***governing body, or such municipal official as may be designated for this purpose by resolution of the governing body from time to time***~~ **Borough Administrator**. The application shall include information identifying the entity requesting permission to utilize the facility, the person in charge of the event, the date, time and duration of the proposed use, and any anticipated manpower demands required of the borough in relation to the request. All applications will be considered on a first come, first serve basis. Not-for-profit organizations will be required to submit evidence of their current corporate status as a 501(c)3 corporation, in addition to other requirements imposed by the insurance carrier for the Borough of Highlands.

**SECTION II. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

**SECTION III. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION IV. EFFECTIVE DATE.** This Ordinance shall take effect after final passage as provided by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: August 18, 2021

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Michelle Hutchinson Acting Municipal Clerk  
Borough of Highlands

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: September 1, 2021

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Michelle Hutchinson Acting Municipal Clerk  
Borough of Highlands

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Carolyn Broullon, Mayor