

WESTAMPTON TOWNSHIP COMMITTEE MEETING

Workshop Session 6:00 PM

July 17, 2017

1. Call Workshop Meeting to Order – 6:00 PM
2. Requirements of the Sunshine Law (This meeting was advertised in the Burlington County Times on January 5, 2017)
3. Workshop/Informal Discussion Topic
 - a. Retention of Housing Affordability Controls for 44 Sharpless Blvd
 - b. Municipal Facilities Use Policy and Ordinance Revision (draft attached)
 - c. Possible Arrangement between Public Works & Recreation Departments and Benjamin Banneker Preparatory Charter School
4. Resolution 7-17-17 for Closed Session to discuss Personnel
 - a. Possible police retirement (confidential attachment)
 - b. Administrator term expires 8/31/17 (confidential attachment)
5. Motion to re-open meeting to public
6. Workshop/Informal Discussion Topics (time permitting)
 - a. WTES Vehicle Maintenance Budget & Status of Vehicles
 - b. Questions on Official Action Agenda
 - c. Administrator Updates
7. Open Meeting for Public Comments – Concise comments limited to the Workshop Agenda topics would be appreciated. Please remember to state your name and address for the record. Additional time for public comment is offered at the Official Action meeting at 7 pm.
8. Adjourn to Regular Meeting

§ 172-1 Finding and Purpose

The Township Committee of the Township of Westampton finds that it is in the best interest of the residents of Westampton Township to regulate the use of the buildings, parks, playgrounds and open space areas owned and maintained by the township and to establish regulations related to said use.

§ 172-2 Facilities Use Policy

The Township Committee of the Township of Westampton has adopted and incorporates by reference herein the Westampton Township Facilities Use Policy as a means to reserve use of the township's facilities, thereby improving the accessibility and scheduling of facilities and, at the same time, provide for their safe, constructive and prolonged use. All groups, organizations and/or leagues will be required to pay a reasonable fee to use township facilities and Board of Education facilities which are maintained by the township. Said fees, rents, rates or other charges shall be kept on file with the Director of Recreation and may be modified as appropriate, subject to review and approval by the Township Committee.

§ 172-3 Prohibited Acts

- A. It shall be unlawful and in violation of this chapter for any person, firm, corporation or other entity to perform or permit to be performed any of the following acts within any building, park, playground or open space area of the township to:
- (1) Operate, drive or park any automobile except on a street, driveway or parking lot in any park, playground or open space area or park or leave any such vehicle in any place other than the areas established for public parking. No two-wheeled motor vehicle shall be permitted in any park, playground or open space area except in specific locations provided for said use, if any. vehicles beyond parking areas or on grass if designated.
 - (2) Bring animals on any township owned premises unless the animal is a certified and registered service animal
 - (3) Smoke or carry, possess or consume any alcoholic beverages, narcotics or drugs
 - (4) Hold, possess or use any firearm or weapon in or within 300 feet of any park, playground or open space area.
 - (5) Endanger the safety of any person by any conduct or act, including disturbing the peace, using profanity or committing any assault, battery or fighting.
 - (6) Loiter in parked vehicles or park overnight.
 - (7) Litter or dump.
 - (8) Use or cause to be used any loud music or use of loudspeakers, public address systems or amplifiers without first having obtained written permission from the township.
 - (9) Barbecue or using of propane tanks except by permit.
 - (10) Mark, deface, disfigure, injure, tamper with, displace or remove any Township property whether temporary or permanent, monuments, stakes, posts or other boundary markers or other structures or equipment facilities of a park, playground or open space or parts thereof whatsoever, either real or personal.

- (11) Hit balls against fences or golf practice.
 - (12) Sell, vend, peddle or offer for sale any commodity or article within any park, playground or open space area which such activity is purely for pecuniary profit, other than employees and official of the Recreation Department or person having prior written permission from the township. No vendors of any kind allowed except by permit.
 - (13) Swim in any pond, lake stream or other body of water is prohibited, except for areas designated and posted as approved for swimming.
 - (14) Fish or operate motorboat, canoes, kayaks and any other water vehicle on any stream, lakes or body of water owned and operated by Westampton Township.
- B. In addition to the above, failure of any person, firm, corporation or other entity to abide by the following regulations on the Westampton Sports Complex Turf Fields shall be unlawful and in violation of this chapter:
- (1) No food or drinks other than sports drink and water.
 - (2) No chewing gum, nuts or sunflower seeds.
 - (3) No metal cleats.
 - (4) No driving or tent stakes or other sharp objects that could pierce or damage the turf.
 - (5) No bicycles, scooters, skateboards, rollerblades, etc.
 - (6) No dragging of goals and equipment.
 - (7) No picking or pulling of grass fibers or infill materials.

§ 172-4 Hours of Operation; Use

- A. The public parks, playgrounds and open space of Westampton Township that do not have lighting shall be open for use from sunrise to sunset.
- B. The public parks, playgrounds and open space of Westampton Township equipped with lighting shall be open from sunrise until sunset unless the lighting is operational in which case they shall not be lit and occupied after 10 pm on Sundays through Thursdays and after 11 pm on Fridays and Saturdays. If the lights are not in operation these parks, playgrounds and open space shall be closed after sunset in the evening.
- C. Any person, firm, corporation or other entity not in the possession of a valid permit issued by Westampton Township on a public park, playground or open space before sunrise or after closing time shall be deemed in violation of this section.
- D. Except for unusual and unforeseen emergencies, all parks, playgrounds and open space shall be open to the public every day of the year during the hours designated in this section.
- E. In the case of inclement weather, field maintenance or other significant determination to township personnel, any area may be declared closed to the public by the Township at any time and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise), regardless of whether an individual or organization has obtained a permit to use the same. The Township shall post notice of any closure near the entrances to the park, playground or open space or the specific field area as appropriate.
- F. No person, firm, corporation or other entity shall enter any portion or area of any park, playground or open space area closed or restricted by the township, as indicated and directed by posted notice or signs.

- G. Westampton Township will not be liable for any vehicle damage or personal; All sports participants, spectators, coaches, players, vendors, runners, walkers, playground areas, and picnic areas are at risk to be hit with balls. All are to be alert at all times.
- H. Municipal buildings, parks, playgrounds and open space areas are under video surveillance and police patrol.
- I. All of the above shall also pertain to any building, park, playground or open space area when used or occupied by any departmental entity of Westampton Township unless the governing rules of such space contradict any provision of this chapter in which case the governing rules shall of the space shall apply.

§172-5 Violations and Penalties

- A. Any person, firm, corporation or other entity convicted of a violation of this chapter or any section thereof shall be punished by a fine not to exceed \$2,500 if said conviction constitutes a first offense. For any second or subsequent offense, said person, firm, corporation or other entity shall be sentenced to a fine not to exceed \$5,000 or a term of imprisonment or period of community service not to exceed 90 days, or both, in the discretion of the sentencing court
- B. In addition to any fine which may be imposed in violation of this section, any person, firm, corporation or other entity found guilty, or, if a minor, adjudicated, or unauthorized use of the township parks, playgrounds, or open space shall be monetarily liable for the damage caused to the facility, including all legal and/or administrative costs to repair all damage.

WESTAMPTON TOWNSHIP
RECREATION DEPARTMENT

FACILITIES USE POLICY &
PERMIT APPLICATION PROCEDURES

(Ordinance # _____; adopted _____, 2017)

DRAFT

Westampton Township
Recreation Department
710 Rancocas Road
Westampton, NJ 08060

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DRAFT

A—FACILITIES USE POLICY

The Westampton Township Committee recognizes that:

1. municipal facilities are public property and, as such, should be made available for public use;
2. the unprogrammed and unregulated use of municipal facilities can result in damage to those facilities and inconvenience for their users; and
3. certain costs are incurred in the use of a municipal facility should be shared by their users.

As such, the Westampton Township Committee has adopted this policy as a means to reserve use of Westampton's municipal facilities, thereby improving the accessibility and scheduling of facilities and, at the same time, providing for their safe, constructive and prolonged use. This policy is incorporated by reference into Chapter 172, Section 2 of the Westampton Township Municipal Code

B—GENERAL REGULATIONS

Chapter 172, Section 3 of the Westampton Township Municipal of Westampton reads:

- A. It shall be unlawful and in violation of this chapter for any person, firm, corporation or other entity to perform or permit to be performed any of the following acts within any building, park, playground or open space area of the township to:
- (1) Operate, drive or park any automobile except on a street, driveway or parking lot in any park, playground or open space area or park or leave any such vehicle in any place other than the areas established for public parking. No two-wheeled motor vehicle shall be permitted in any park, playground or open space area except in specific locations provided for said use, if any. vehicles beyond parking areas or on grass if designated.
 - (2) Bring animals on any township owned premises unless the animal is a certified and registered service animal
 - (3) Smoke or carry, possess or consume any alcoholic beverages, narcotics or drugs
 - (4) Hold, possess or use any firearm or weapon in or within 300 feet of any park, playground or open space area.
 - (5) Endanger the safety of any person by any conduct or act, including disturbing the peace, using profanity or committing any assault, battery or fighting.
 - (6) Loiter in parked vehicles or park overnight.
 - (7) Litter or dump.
 - (8) Use or cause to be used any loud music or use of loudspeakers, public address systems or amplifiers without first having obtained written permission from the township.

- (9) Barbecue or using of propane tanks except by permit.
- (10) Mark, deface, disfigure, injure, tamper with, displace or remove any Township property whether temporary or permanent, monuments, stakes, posts or other boundary markers or other structures or equipment facilities of a park, playground or open space or parts thereof whatsoever, either real or personal.
- (11) Hit balls against fences or golf practice.
- (12) Sell, vend, peddle or offer for sale any commodity or article within any park, playground or open space area which such activity is purely for pecuniary profit, other than employees and official of the Recreation Department or person having prior written permission from the township. No vendors of any kind allowed except by permit.
- (13) Swim in any pond, lake stream or other body of water is prohibited, except for areas designated and posted as approved for swimming.
- (14) Fish or operate motorboat, canoes, kayaks and any other water vehicle on any stream, lakes or body of water owned and operated by Westampton Township.

B. In addition to the above, failure of any person, firm, corporation or other entity to abide by the following regulations on the Westampton Sports Complex Turf Fields shall be unlawful and in violation of this chapter:

- (1) No food or drinks other than sports drink and water.
- (2) No chewing gum, nuts or sunflower seeds
- (3) No metal cleats.
- (4) No driving or tent stakes or other sharp objects that could pierce or damage the turf.
- (5) No bicycles, scooters, skateboards, rollerblades, etc.
- (6) No dragging of goals and equipment.
- (7) No picking or pulling of grass fibers or infill materials

C—HOURS OF OPERATION AND USE

Chapter 172, Section 4 of the Westampton Township Municipal Code reads:

- A. The public parks, playgrounds and open space of Westampton Township that do not have lighting shall be open for use from sunrise to sunset.
- B. The public parks, playgrounds and open space of Westampton Township equipped with lighting shall be open from sunrise until sunset unless the lighting is operational in which case they shall not be lit and occupied after 10 pm on Sundays through Thursdays and after 11 pm on Fridays and Saturdays. If the lights are not in operation these parks, playgrounds and open space shall be closed after sunset in the evening.

- C. Any person, firm, corporation or other entity not in the possession of a valid permit issued by Westampton Township on a public park, playground or open space before sunrise or after closing time shall be deemed in violation of this section.
- D. Except for unusual and unforeseen emergencies, all parks, playgrounds and open space shall be open to the public every day of the year during the hours designated in this section.
- E. In the case of inclement weather, field maintenance or other significant determination to township personnel, any area may be declared closed to the public by the Township at any time and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise), regardless of whether an individual or organization has obtained a permit to use the same. The Township shall post notice of any closure near the entrances to the park, playground or open space or the specific field area as appropriate.
- F. No person, firm, corporation or other entity shall enter any portion or area of any park, playground or open space area closed or restricted by the township, as indicated and directed by posted notice or signs.
- G. Westampton Township will not be liable for any vehicle damage or personal; All sports participants, spectators, coaches, players, vendors, runners, walkers, playground areas, and picnic areas are at risk to be hit with balls. All are to be alert at all times.
- H. Municipal buildings, parks, playgrounds and open space areas are under video surveillance and police patrol.
- I. All of the above shall also pertain to any building, park, playground or open space area when used or occupied by any departmental entity of Westampton Township unless the governing rules of such space contradict any provision of this chapter in which case the governing rules shall of the space shall apply.

D—VIOLATIONS AND PENALTIES

Chapter 172, Section 5 of the Westampton Township Municipal Code reads:

- A. Any person, firm, corporation or other entity convicted of a violation of this chapter or any section thereof shall be punished by a fine not to exceed \$2,500 if said conviction constitutes a first offense. For any second or subsequent offense, said person, firm, corporation or other entity shall be sentenced to a fine not to exceed \$5,000 or a term of imprisonment or period of community service not to exceed 90 days, or both, in the discretion of the sentencing court
- B. In addition to any fine which may be imposed in violation of this section, any person, firm, corporation or other entity found guilty, or, if a minor, adjudicated, or unauthorized use of the township parks, playgrounds, or open

space shall be monetarily liable for the damage caused to the facility, including all legal and/or administrative costs to repair all damage.

E—SUPERVISION

1. Applicant organizations granted use of facilities are responsible for the proper supervision of all participants and spectators. Those participants under the age of 18 years are not to be left unattended at any time.
2. Applicant organizations granted use of facilities will be held liable and responsible for any personal injury or property damage resulting from the lack of supervision or poor supervision of participants and spectators.

F—MAINTENANCE AND USE OF FACILITIES

1. All requests for maintenance of facilities (i.e. grass-cutting) must be addressed to the Recreation Department at least 24 hours prior to the scheduled starting time of the activity.
2. Any problem encountered with the facility must be reported to the Recreation Department within 24 hours of the conclusion of the activity.
3. Proper use of facilities is of the utmost importance. Organizations or groups failing to abide by the provisions of this policy will be asked to curtail their event(s) and may be denied further use of the Township facilities.
4. For indoor facilities, no nails, tacks, pins, staples, tape or any other items that put holes in walls or could possibly remove tape should be used. Painter's tape can be used to hang decorations.
5. Facilities must be left clean and orderly.
 - a. For indoor facilities, chairs and tables shall be returned to their original positions; any items that are used during meeting/event should be removed; floors swept; lights; and air conditioning/heating should be turned off or adjusted as directed or posted at the facility.
 - b. For outdoor facilities, all nets and other equipment should be replaced to their original location. Net and equipment should be carried, not dragged, for the protection of the fields.
6. Adhere to the time listed on your permit.
7. Adhere to the permits of other groups.

G—DAMAGE TO MUNICIPAL PROPERTY

Users of facilities automatically assume responsibility and liability for all damages and loss to Township property that occurs while using said facility. Costs for any damages will first be assessed from any fee deposits.

H—PARKING

Parking is limited to designated parking areas. Except for emergency situations, and situations clearly posted, no vehicles are permitted on any park, playground or open space. Violation of the parking policy will result in revocation of the applicant's privilege to continue utilizing the facility.

I—PRIORITIES OF USE

Westampton buildings, parks, playgrounds, fields and open spaces are intended to be used by the public. In order to assure the accessibility and scheduling of facilities and, at the same time, provide for their safe, constructive and prolonged use, all groups, organization, corporations, leagues or other entities are required to apply for a permit and pay an associated reasonable fee. Priority of use of any township facility is given to the permit holding entity.

Applications for the use of facilities will be scheduled on a first come first serve basis. When more than one complete application is received for the same facility and date(s), the following priority order will apply:

1. Meetings, events or activities directly sponsored by the Township Committee, Township Departments or Township Boards for municipal purposes or for the discussion of municipal issues.
2. Meetings, events or activities sponsored by the Westampton Township Recreation Department; this includes Players Development Academy activities,
3. Meetings, events or activities conducted by the Westampton Township Board of Education (BOE also has first priority at any of the fields owned by the BOE).
4. Meetings, events or activities sponsored by groups not sponsored by the township whose membership is comprised of primarily (75%+) Westampton Township residents.
 - a. Youth service organizations will take precedence over adult member organizations.
 - b. A final determination may be made based upon those organizations serving the larger percentage of Westampton Township residents.
5. Meetings, events or activities sponsored by groups not sponsored by the township whose membership is comprised of primarily (75%+) Westampton Township residents. (This section does not apply to those users requesting open space areas with State Green Acres funds. All applications for use of the facility will be treated equally regardless of residency.)
 - a. Youth service organizations will take precedence over adult member organizations.
 - b. A final determination may be made based upon those organizations serving the larger percentage of Westampton Township residents.

J—PERMIT APPLICATION PROCEDURES

1. Permits for the use of municipal facilities are required to receive priority use over the public and are mandatory for the:
 - a. the reservation and use of any indoor facility.
 - b. the use of any area requiring outdoor lights or lighting equipment.
 - c. the priority use of any outdoor facility.
2. Permits are not required for the unreserved use of the parks, playgrounds and open space areas.
3. Applications for the use of any municipal facility available for use (listed in Section M) can be obtained via the township website (www.westamptonnj.gov or www.westampton.com) or requested in person or by mail from the Westampton Township Recreation Department located at 710 Rancocas Road, Westampton, NJ 08060.
4. Deposit payment to be included with application
 - a. A \$200 returnable deposit (check or money order payable to “Westampton Recreation”) is required with all applications for use of athletic facilities.
 - b. A \$100 returnable deposit is required with applications for use of all other facilities.
 - c. Users will be notified in writing if any portion of the deposit fee is to be withheld from refund due to damage to the field or facility reserved.
5. Fees are required with certain applications and must be paid within one week of the event. See fee schedule in Section N.
6. Proof of Insurance is required with certain applications. See Section K.
7. An original, signed liability insurance indemnification and waiver is required with certain applications. See Section L.
8. A team roster(s) or membership list is required with all applications. This roster/listing must include the name and home address of all participants utilizing said facility.
9. Completed applications should be returned to the Recreation Department at 710 Rancocas Road, Westampton, NJ 08060 by the following deadlines:
 - a. For single, one-time events, applications should be submitted at least fourteen (14) days prior to the scheduled event.
 - b. All seasonal and multi-day athletic related applications must be submitted to the Recreation Department by the following deadline dates:
 - i. Winter (December thru February) by October 15
 - ii. Spring (March thru June) by February 1
 - iii. Summer (July through August) by May 15
 - iv. Fall (September thru November) by July 1

Applications submitted after these deadlines cannot be assured of scheduling. Applications must be complete to receive consideration and include applicable payments/deposits, insurance documents and rosters.

10. If the application is correctly completed and the facility is available, confirmation of scheduling dates will usually occur within one week of the deadlines listed above. Permits requested after the given deadlines will typically receive approval or denial within 1 week as well. An executed **Facility Use Permit** will then be issued and will be either mailed or picked-up per the applicant's request. The executed **Facility Use Permit** must be present with the user group's representative at all scheduled activities.
11. Permits will not extend past December 31st of the year of issuance; nor will be granted for longer than one (1) year in duration. It is the applicant's responsibility to file a new application upon expiration.

K—INSURANCE

1. *Formal organizations* (i.e., Scout troop, athletic leagues) that wish to use Municipal facilities must maintain adequate insurance coverage and provide proof of coverage with their application. An original executed Certificate of Insurance, listing Westampton Township as the Certificate Holder is required at the time of application.
2. *Informal groups*, however, are free to use facilities without insurance coverage, contingent upon the execution of an Indemnification and Waiver, which is described in *Section I*. Insurance requirements may also be waived for municipally sponsored meetings or events.
3. Determination as to whether a group is formal or informal will be made by the Township Administrator and Recreation Director. Factors that will be considered include, but are not limited to, incorporation status, size of membership, frequency of gatherings, and existing insurance.
4. Those users required to have insurance must present satisfactory evidence (original executed Certificate of Insurance) of insurance protection for participants, spectators, coaches and public within the following terms and conditions. The applicant must maintain Commercial General Liability insurance with limits of liability not less than \$1,000,000 (\$1 million) per occurrence and aggregate. The policy will provide coverage for the user's activity at the approved facility, and shall state such activities on the Certificate of Insurance. The Certificate shall name the Township of Westampton as the Certificate Holder and as an Additional Insured for the full duration of the use of the facility(ies).
5. Those applicants seeking use of Westampton Township Board of Education facilities must also name the Westampton Township Board of Education as the Certificate Holder and as an Additional Insured on the Certificate of Insurance.

See list of facilities (Section M); BOE facilities are indicated by "BOE" next to the name of the facility.

L—INDEMNIFICATION AND WAIVER

1. Users must sign a waiver in which they agree to waive and relinquish all claims, and causes of action, of every kind which they have or may have against the Township of Westampton arising out of the use of the facility resulting in personal injury and/or property damage. The users must recognize and acknowledge that they assume all risks in connection with the use of the facility.
2. Users must indemnify the Township of Westampton of any and all liability of loss, and against all claims or actions based upon or arising out of damage or injury (including both) to persons or property caused by or sustained in connection with the applicant's use of the facility, and, the defense of any such claims or action, whether the liability, loss or damage is caused by, or arise out of negligence of the Township of Westampton, or any of the agents, employees or otherwise. The user must further agree to reimburse the Township of Westampton for any and all expenses, attorney's fees, or costs incurred in the enforcement of this waiver and indemnification.

M—TOWNSHIP FACILITIES AVAILABLE FOR PUBLIC USE AND PRIORITY PERMITS

Club Acres Tennis Court (corner of Oxmead and Manor Drive)
Rancocas Village Baseball/Softball Field
Rolling Hills Baseball Field
Rolling Hills Tennis Court
Rolling Hills Playground
Rolling Hills East Playground
Holly Hills School Fields BOE
Municipal Building, Caucus Room 109 (occupancy 15)
Municipal Building, Courtroom (occupancy 250)
Municipal Building, Meeting Room 107 (occupancy 60)
Spring Meadows All-Purpose Soccer/Football Field (no nets)
Spring Meadows Tennis Court
Spring Meadows large playground
Spring Meadows Half-Court Basketball hoop
Sports Complex 8x8 Soccer Field
Sports Complex Baseball Field 40/70, 40/60 or 50/70 – 3 fields
Sports Complex Baseball Field 60/90
Sports Complex Baseball/Softball Flex Field
Sports Complex Football or Grass Soccer Field
Sports Complex Softball

Sports Complex Turf Soccer Field #1
 Sports Complex Turf Soccer Field #2
 Sports Complex Turf Soccer Field – half-size for 7x7 or 9x9 play
 Tarnsfield Park Soccer Field
 Tarnsfield Park Playground
 Westampton Middle School Softball (front) BOE
 Westampton Middle School Baseball (back) BOE
 *Use of the Tarnsfield Swim Club is overseen by the Tarnsfield Swim Club
 Executive Board www.tarnsfieldswimclub.com

N—FEE SCHEDULE

No refunds will be issued due to cancellation(s) caused by an act of God unless the Recreation Department is given sufficient notice of intent to cancel or fields or facilities have been closed by decision of the Municipality.

If reserved fields or facilities are found to be unused (including seasonally permitted fields), fees may be assessed and permit applications may be revoked and denied for future use.

Westampton Township provides all facility and field maintenance unless otherwise agreed for a fee of \$35 per hour for multi-day users. Facility and field maintenance includes maintaining the fields, emptying garbage cans, cleaning restrooms, and generally supervising the complex.

Lights are \$10 per hour
 Field preparation, if required, \$35 per hour

Softball/Baseball Fields

1 Field	\$25 per game (2-hour block)
1 Field	\$100 per day
1 Field	\$200 per weekend
2 Fields	\$45 for 2-hour block
2 Fields	\$200 per day
2 Fields	\$300 per weekend
3 Fields	\$60 for 2-hour block
3 Fields	\$300 per day
3 Fields	\$400 per weekend
4 Fields	\$70 for 2-hour block
4 Fields	\$400 per day
4 Fields	\$500 per weekend

Turf Soccer Fields

1 Field	\$250 per game (2-hour block)
1 Field	\$1,000 per weekend day
1 Field	\$1,500 per weekend
2 Fields	\$400 for 2-hour block
2 Fields	\$1,500 per weekend day
2 Fields	\$2,500 per weekend

Grass Soccer Field

1 Field	\$50 per game (2-hour block)
1 Field	\$200 per weekend day
1 Field	\$300 per weekend

Recreation Center \$40 per hour

Municipal Building (any room):

- \$50 per meeting or event for non-Township sponsored organization where attendees are comprised of at least 75% Westampton residents
- \$100 per meeting or event for non-Township sponsored organization where attendees are comprised of less than 75% Westampton residents

O—CANCELLATION

In the event the rental party wishes to cancel the event, the cancellation must be submitted in writing at least 24 hours before the event. The submission should include the signature of person who completed the rental contract, the event date and the date of the cancellation request. The cancellation fee is \$125 per rental day. The cancellation fee will be withheld from the payment submitted at the time of the application.