



## Township of North Brunswick Facility Use Agreement

All requests for the use of Public Facilities must be submitted on the form below at least 30 days prior and or latest the Thursday of the preceding week before the date requested. The completed form must be submitted to Department of Parks, Recreation and Community Services for review by Director. Upon review by the Director, who will ascertain the reasonableness of the request and whether the proposed use is within the guidelines of the municipal policy, the request will be presented to the Joint Insurance Fund Risk Manager for review and recommendation.

### 1. Facility Information

Name of Facility:

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Address/ Area / Location of Facility:

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### 2. Renter Information

Contact name/ Organization:

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Address:

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Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax number: \_\_\_\_\_

### 3. Event Information

Description of Event:

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Date of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Time event begins: \_\_\_\_\_ Time event ends: \_\_\_\_\_

**4. ALL FIELD RESERVATIONS MUST BE WRITTEN AND ATTACHED. (NO EXCEPTIONS)**

**5. ALL PARK PERMITS MUST BE IN THE POSSESSION OF THE PERSON/ORGANIZATION ON THE DAY OF THE EVENT. (NO EXCEPTIONS)**

6. Applicant shall return the premise identified in question 1 in the same condition in which the Applicant received the premises. Applicant shall be responsible to perform such cleaning of the said premises including but not limited to **RESTROOMS, BAGGING OF TRASH (in bags provided)** in the park area and any other cleaning that may be necessary to satisfy the requirements of this paragraph. Applicant also understands that **NO VEHICLES SHALL BE DRIVEN ON ANY FIELDS OR ANY AREA OF PARK BESIDES THE PARKING AREA.**

Please read and sign back of this form

7. Applicants shall save and hold harmless Municipality, its elected and appointed officials, officers and employees of and from any and all claims, liabilities and the costs whatsoever, including any and all costs of suit and attorney's fees expended in collecting or defending same, arising out of or in connection with Applicant's use of the premises identified in Question 1.

8. Applicant shall obtain insurance in the following amounts and forms, which Municipality deems reasonable and necessary to protect its interests. Exceptions will be considered on a case-by-case basis for family picnics, birthday parties or other small gatherings.

**9. NO GLASS BOTTLES OR CONTAINERS ARE ALLOWED OR PERMITTED IN THE PARKS DURING YOUR EVENT.**

10. All participants that are using the fields, facilities and or picnic areas shall park in the properly designated parking spots. If the owner/ driver of the vehicle does not follow the parking requirements they will face the possibility of being towed or being issued a summons or both.

11. **MUSIC – All music must be off by 8:00 pm on the date of your event. If there are complaints received by residents, it will be then determined by a Police Officer, Park Ranger, Parks Staff member or by the Director of Parks, Recreation and Community Services if the music level is loud. If the music is too loud, the participants will be advised to lower the level of the music to a more tolerable level. The parties will be expected to follow and cooperate with the requests of the above mentioned personnel. Failure to comply with the request will result in the immediate termination of your event.**

12. **Absolutely NO GOLFING or JAVELIN THROWING allowed in the parks.**

13. Arrangements for use of the bathrooms must be scheduled during the week **BEFORE** your event during the hours of 8:30am – 4:00 pm at the DPRCS office.

14. **ALL LIGHTS**, permanent & portable, in all of the parks **MUST BE TURNED OFF** by 9:00pm unless prior approval has been received from the Director of Parks, Recreation and Community Services.

**15. PARK HOURS OF OPERATION ARE FROM 8:30 AM UNTIL 8:00 PM, MONDAY THROUGH SUNDAY.**

16. All requests for fields and facilities for the spring and summer seasons must be made in writing during the dates of January 1<sup>st</sup> to the 15<sup>th</sup>. Confirmations will be made on January 31<sup>st</sup>. They will be sent by mail with a Facility Use Agreement. All field requests for the fall and winter seasons must be made in writing during the dates of August 1<sup>st</sup> to the 15<sup>th</sup>. Confirmations will be made on August 31<sup>st</sup>. They will be sent by mail along with the Facility Use Agreement.

Proof of required insurance, in the form of a Certificate of Liability, shall be annexed to and made part of this agreement:

The Certificate of Liability shall name the Township of North Brunswick as an additional insured.

The Certificate holder shall be: Township of North Brunswick  
710 Hermann Road  
North Brunswick, NJ 08902

I have read and agree to the conditions of the rules and regulations governing the use of parks and playgrounds and recognize that **THE POSSESSION AND OR CONSUMPTION OF ALCOHOLIC BEVERAGES OR DRUGS IS PROHIBITED. I UNDERSTAND THAT THE PARK RANGER WILL UNLOCK ANY AND ALL BATHROOMS AS NEEDED. ALL RESIDENTS REQUESTING USE OF OUR FACILITIES WILL ABIDE BY THE LAW WITH PARKING IN ONLY PROPERLY MARKED OR DESIGNATED STALLS. FAILURE TO COMPLY WILL RESULT IN YOUR VEHICLE BEING TOWED.** I understand for all fields & grove use, the fee schedule will be applied. All fees must be paid before the use of park facilities. I further understand that I may be required to provide a certificate of liability insurance.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant's Telephone Number or Cell Number

\_\_\_\_\_  
Lou Ann Benson  
Director of Parks, Recreation and Community Services

\_\_\_\_\_  
DPRCS Parks Supervisor

\_\_\_\_\_  
Carmella Varga  
Principal Clerk Typist

**2013**  
**Department of Parks, Recreation and Community Services**

**Fees for Facility Grove and Field Use**

**Priority scheduling given to North Brunswick Youth Sports Organizations (Non-Profit)  
But will need to obtain a permit card from the DPRCS office for field or picnic grove.**

<b>Groves</b>	
Resident	\$100 for 4 hrs \$ 50 per additional hr
Non-resident	\$200 for 4 hrs \$100 per additional hr
<b>Game Fields</b>	
Resident	\$125 for 4 hrs \$ 50 per additional hr
Non-resident	\$250 for 4 hrs \$100 per additional hr
<b>Turf Fields</b>	
Resident	\$250 for 4 hrs \$ 75 per additional hr
Non-resident	\$500 for 4 hrs \$150 per additional hr
<b>Practice Field</b>	
Resident	\$75 for 3 hrs \$35per additional hr
Non-resident	\$150 for 3 hrs \$ 70 per additional hr
<b>Lighting</b>	
Resident	\$25.00 per hour
Non- Resident	\$50.00 per hour

**Special usage fees are based on normally accepted team sizes as two baseball teams, two soccer, etc. Any deviation from the norm must be specified at the time of permit application. The Director of Parks, Recreation and Community Services has the discretion of increasing fees by 50% due to extraordinary circumstances.**

**Refunds will not be given for rain dates and or cancellations. However, you may call, fax, email the office 48 hours to report rainout and reschedule without any additional fee. All fees and deposits are to be paid prior to field usage or permit will be revoked.**

**Fees for Special Events and Tournament Use**

**North Brunswick Youth Sports Organizations Special Event: \$150.00 per field / maximum \$1,500 and \$4,000 refundable damage/clean-up fee (Money Order or Cashier's Check)**

**Non-Resident Youth Sports Organizations Special Event: \$300.00 per field / maximum \$3,000 and \$8,000 refundable damage/clean-up fee (Money Order or Cashier's Check)**

**Special Events, North Brunswick Groups or Organizations: \$400.00 permit fee per field/ maximum \$1,500 and \$1,000 refundable damage/clean-up fee (Money Order or Cashier's Check)**

**Non-Resident Special Events non-North Brunswick Groups or Organizations \$800.00 permit fee per field/ maximum \$3,000 and \$2,000 refundable damage/clean-up fee (Money Order or Cashier's Check)**

**Failure to follow the outline of the permit will result in the immediate termination of permit for the remainder of the season.**

**For the purposes of determining whether a group or organization is a resident or non-resident, the group or organization shall submit a statement under oath signed certifying that at least 90% of the members of the group or organization utilizing the field(s) or facilities reside in the Township of North Brunswick as applicable.**