



Township of North Brunswick One-Time Facility, Park and Field Use Agreement

All requests for one-time use (i.e. 5K Runs, Picnics, Reunions, etc) of Public Facilities must be submitted at least 30 days prior to the date requested. The completed form must be submitted to The Department of Parks, Recreation and Community Services (hereinafter "DPR&CS) Director and Joint Insurance Fund Risk Manager. Upon review, of the proposed use ensuring guidelines of the municipal policy, the request will be forwarded for approval or denial.

1. Facility Information

Name of Facility: _____

Address/ Area / Location of Facility:

2. Renter Information

Contact name/ Organization:

Address: _____

Home Phone: _____ Cell Phone: _____

Email address: _____ Fax number: _____

3. Event Information

Description of Event:

Date of Event: _____ Estimated Attendance: _____

Time event begins: _____ Time event ends: _____

4. ALL FIELD RESERVATIONS MUST BE WRITTEN AND ATTACHED. (NO EXCEPTIONS) This form is not to be used for extended use. If an organization/person requires several days/events, please see the Agreement for Seasonal Use of Township Fields & Facilities.

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

6. Applicant shall return the premises identified in Question No. 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 THE PARK BESIDES THE DESIGNATED PARKING AREA.**

7. Applicant shall save and hold harmless the Municipality, its elected and appointed officials, officers and employees of and from any and all claims, liabilities and the cost whatsoever, including any and all costs of suit and attorney's fees expended in collecting or defending of same, arising out of or in connections with Applicant's use of the premises identified in Question No. 1.

8. Applicants that will have less than thirty (30) people in attendance, and are not exchanging any fees (either for participation, the sale or exchange of goods, ie. A farmer's market, a flea market, etc.) and also are not conducting an athletic event of any kind (i.e. a race, a game, etc.) will not be required to acquire Insurance. The exception to the Insurance requirement includes family picnics, birthday parties, and other gatherings limited to an attendance of less than thirty (30) people. All other applicants shall obtain insurance in the following amounts and forms, which the Municipality deems reasonable and necessary.

All applicants (excluding the limited exception above) shall provide a Certificate of Insurance, naming the Township of North Brunswick as Certificate Holder and Additional Insured must be attached. The combined single limit liability should be no less than \$500,000. Also, a Hold Harmless Agreement in favor of the Township of North Brunswick shall be noted on the Certificate as "HOLD HARMLESS/INDEMNIFICATION CLAUSE: The Insured will protect, defend, indemnify and hold harmless the Certificate Holder from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities arising out of or resulting from the performance of the work or completed operations provided that any such claims, damages, loss or expense is attributable to or destruction of the tangible property including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Insured."

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 at the owner's expense 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, in their absolute discretion, if the music level is deemed too loud. If the music is deemed 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 DPR&CS office.

14. ALL LIGHTS, permanent & portable, in all of the parks MUST BE TURNED OFF by 9:00pm unless prior approval for extended time has been received in writing from the Director of Parks, Recreation and Community Services or her Designee which shall be indicated on the permit held by the Organization at all times during use.

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 1st to the 15th. Confirmations will be made on January 31st. 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 1st to the 15th. Confirmations will be made on August 31st. 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 all conditions, rules and regulations governing the use of all grounds, 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 NOTED ON PERMIT PROVIDED. ALL RESIDENTS REQUESTING USE OF 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 AT THE OWNERS EXPENSE.** 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

DPR&CS Parks Supervisor

Carmella Varga
Principal Clerk Typist

2018
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.

Groves

Resident	\$100 for 4 hrs \$ 50 per additional hr
Non-resident	\$200 for 4 hrs \$100 per additional hr

Game Fields

Resident	\$125 for 4 hrs \$ 50 per additional hr
Non-resident	\$250 for 4 hrs \$100 per additional hr

Turf Fields

Resident	\$ 250 for 4 hrs \$ 75 per additional hr
Non-resident	\$ 500 for 4 hrs \$150 per additional hr

Practice Field

Resident	\$75 for 3 hrs \$35per additional hr
Non-resident	\$150 for 3 hrs \$70 per additional hr

Lighting

Resident	\$25.00 per hour
Non- Resident	\$50.00 per hour

Special usage fees are based on normally accepted team sizes such as two baseball teams, two soccer teams, 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 deemed void or not issued.

Fees for Special Events and Tournament Use

North Brunswick Youth Sports Organizations Special Event: \$150.00 per field / maximum \$1,500 and \$2,000 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 \$2,000 refundable damage/clean-up fee (Money Order or Cashier's Check)

Special Events, North Brunswick Groups or Organizations: \$200.00 permit fee per field/ maximum \$2,000 and \$2,000 refundable damage/clean-up fee (Money Order or Cashier's Check)

Non-Resident Special Event: \$400.00 permit fee per field/ maximum \$4,000 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 80% of the members of the group or organization utilizing the field(s) or facilities reside in the Township of North Brunswick as applicable.