



## 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 for review by DPRCS 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) Please note there must be a 90 day requisition period between Field Use requests. (i.e. Rentals occurring on June 30<sup>th</sup> may not request a second use before September 30<sup>th</sup>).**

**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 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 PARK BESIDES THE 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 same, arising out of or in connections with Applicant's use of the premises identified in Question No. 1.

8. Applicants 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-dash case basis for family picnics, birthday parties, and 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 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 abovementioned 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 for extended time has been received in writing 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 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

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I have read and agree to all conditions, 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 NEED. 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.  
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\_\_\_\_\_  
Applicant Signature

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

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



## TOWNSHIP OF NORTH BRUNSWICK

DEPARTMENT OF PUBLIC WORKS

710 HERMANN ROAD

NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x 550

Website: WWW.NORTHBRUNSWICKNJ.GOV

### Facility Use Agreement

*Form must be complete for each LOCATION requested.*

*If the same location is being requested for multiple dates, list all dates requested on one form*

Applicant Name	_____
Organization (if applies)	_____
Contact Phone	_____
Contact Email	_____
Facility Requested	_____
Date(s) of use	_____

**For the use of the facility requested, the Applicant agrees to the following conditions set forth by the Director of the Department of Public Works:**

#### Township of North Brunswick Responsibilities

The Township of North Brunswick shall provide the following for the facility/property (when applicable):

- Bathrooms
- Cleaning Supplies (glass cleaner, toilet scrubber, non-bleach cleaning agent, trash bags)
- Cooking Areas (inc. fryers, stove tops, etc)
- Electric
- Fire safety Equipment (Fire extinguishers & Fire Suppression Systems for cooking areas)
- Monthly Pest Control
- Toiletries (soap, paper towel, & toilet paper)
- Water

#### Applicant Responsibilities

The Applicant shall comply with the following:

- Maintain the facility/property and all equipment and fixture in good repair and appearance.
- Maintain the facility/property in a neat, clean, safe and sanitary condition, free of all garbage.
- Do nothing to destroy, deface, damage or remove any part of the facility/property.
- Avoid littering in the building or the surrounding grounds and parking lot(s) as applicable.
- Applicant will be responsible for all guests and their actions during the use.



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- f) Applicant is responsible for ensuring all lights and fans are turned off and the door is locked upon departure.
- g) Applicant is responsible for general clean-up of the facility used, including removal of all food, sweeping and mopping floors as needed, and removal of recycling and trash.

**Failure to comply with the Facility Use Agreement may result in; the loss of facility use, incurring any cost associated with cleaning, loss of future use of North Brunswick facilities.**

Sign and return with a copy of Applicant's driver license and the attached Hold Harmless Agreement completed and signed.

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

\_\_\_\_\_  
Date

**INDEMNIFICATION, DEFENSE AND HOLD HARMLESS AGREEMENT**

(Must be completed and submitted when requesting use of Township Parks and/or Facilities)

BETWEEN THE **TOWNSHIP OF NORTH BRUNSWICK** AND

\_\_\_\_\_  
Applicant Name Your Name (if different from Applicant)

\_\_\_\_\_  
Address (Not Post-Office Box) Your Address

\_\_\_\_\_  
Phone Number Your Phone Your Email

\_\_\_\_\_  
Organization Type (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of the use of \_\_\_\_\_, on  
the following dates \_\_\_\_\_.

for the purpose of \_\_\_\_\_  
the undersigned agrees to indemnify, defend and hold the **Township of North Brunswick** and its officers, agents, Mayor, Council Members and employees harmless from any and all liability, claims, costs and Attorney's Fees arising out of the use of the property referred to above. I also understand that the **Township of North Brunswick** does not provide any insurance coverage to the participants or organization named above.

I understand that this Defense and Hold Harmless also requires that the **Township of North Brunswick** is indemnified from any losses or damage resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

\_\_\_\_ Certificate of Insurance NOT required. \_\_\_\_ Certificate of Insurance required.

If required, I agree to furnish a Certificate of Insurance specifically naming the **Township of North Brunswick** as an additional insured and additional loss payee, providing general liability, bodily injury and property damage coverage within minimum limits of liability not less than \$1,000,000.00. I also agree that all Certificates of Insurance will state that the **Township of North Brunswick** will receive at least fifteen (15) days' notice prior to the cancellation or expiration of any insurance required under this Agreement.

In order to induce the **Township of North Brunswick** to accept this Defense and Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of persons anticipated is \_\_\_\_\_.
- c. Live entertainment (will) or (will not) be provided.
- d. Other \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
as the binding act in deed of \_\_\_\_\_  
Name of Applicant

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

\_\_\_\_\_  
Witness

**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

**Current**

\$175 for 4 hrs  
\$ 50 per additional hr

Non-resident

\$350 for 4 hrs  
\$100 per additional hr

**Game Fields**

Resident

\$200 for 4 hrs  
\$75 per additional hr.

Non-resident

\$400 for 4 hrs  
\$150 per additional hr

**Turf Fields**

Resident

\$ 350 for 4 hrs  
\$ 100 per additional hr

Non-resident

\$700 for 4 hrs  
\$200 per additional hr

**Practice Field**

Resident

\$125 for 3 hrs  
\$45 per additional hr

Non-resident

2150 for 3 hrs  
\$90 per additional hr

Resident Multi – Purpose Fields

\$150.00 for 4 hrs.

Non – resident

\$300.00 for 4 hrs.

Resident

**Small Area Pavilion Lighting**

\$25.00 per hour

**Field Lighting**

\$50.00

Non- Resident

\$50.00 per hour

\$100.00

**Fees for Special Events and Tournament Use**

**North Brunswick Groups or Organizations: (Residents)**

Current

**\$500.00**  
**permit fee per field**

**Non-Resident Special Events Non-North Brunswick Groups or Organizations \$1,000.00**

**permit fee per field**