



Facility Use Request Form

Applicant Information

| | | | |
|----------------------------------|---|----------------|---------|
| Name of Organization: | Circle One: Profit Making Non-Profit Individual | | |
| Contact Person: | Day Phone: | Evening Phone: | |
| Current address: | | | |
| City: | State: | ZIP Code: | E-Mail: |
| Purpose for Facility Use: | | | |
| Date of Application: | | | |
| Estimated Number of Participants | | | |

Request For Picnics (If not a picnic request leave blank)

| | | | |
|--|---------------------------------|----------------------------------|-----------|
| Weekday cost : Per schedule | Weekend cost: Per schedule | | |
| Date Requested (must request 3): 1 st : | 2 nd : | 3 ^d | |
| Park Preferred (rank choices from 1-3): | 1. | 2. | 3. |
| Park Hours 11:00 AM until 6:00 PM | Early opening rate per schedule | Do you want early opening Yes No | # of HR's |

Request for Facilities

| | | | |
|-----------------------|------------------------|----------------------|--|
| Outdoor Site Desired: | Outdoor Site Assigned: | | |
| Fields Desired: | Fields Assigned: | | |
| Buildings Desired: | Buildings Assigned: | Bathroom Facilities: | |
| Indoor Site Desired | Indoor Site Assigned | | |
| Rooms Desired | Rooms Assigned | | |
| Other Requests: | Requests Granted: | | |

NOTE: Your organization must apply below for consideration for permission to strategically locate a trailer or any other vehicle at the Facility. Only if approval is granted and a permit is issued may your organization locate such a vehicle at the facility, and then only in the specified area.

| | | | | | | | |
|-------------------------------------|---------------------|---------|------------------------------|----|---|----|-----|
| Type of Vehicle: | Permit Fee Per Day: | | | | | | |
| Purpose: | | | | | | | |
| DATE(S) REQUESTED: | | | | | | | |
| Hours of Operation: | M | T | W | Th | F | Sa | Sun |
| Estimated Age Group of Participants | Youngest: | Oldest: | Estimated # of Participants: | | | | |

ANY INACCURACIES IN THE COMPLETION OF THIS APPLICATION WILL IMMEDIATELY INVALIDATE ANY APPROVALS UPON DISCOVERY. IF AN EVENT IS ALREADY IN PROGRESS THE EVENT WILL BE IMMEDIATELY TERMINATED WITH THE UNDERSTANDING THAT ALL REGISTERED INDIVIDUALS/SUBGROUPS WILL RECEIVE A FULL REFUND FROM THE SPONSOR AND THE COMPANY RUNNING THE EVENT.

OFFICIAL USE ONLY

Department/Building Approval

| | | | |
|--|-----------------|-------|-------|
| Department/Building: | Dept Director: | | |
| Organization: | Activity/Event: | Date: | |
| Action Taken: | | | |
| Comments/Concerns: | | | |
| The above mentioned group has met all requirements established by this department for this event. | | | |
| Dept. Certification and Approval Granted By: | | | Date: |

Additional Information

| | | | |
|--|------|--|-----|
| Will an Admittance Fee be Charged? (circle one) | YES | NO | |
| (Note: If yes and alcohol will be served, a 1 day liquor license is required. License application may be obtained at the clerk's office) | | | |
| Will food be served? | YES | NO | |
| Will food be (circle one) | SOLD | SERVED BRING YOUR OWN | |
| Will an outside Vendor be Retained? | YES | NO (Insurance Certificate and Registration needed for all Vendors) | |
| Vendor Name | Type | Phone | Fax |
| | | | |
| | | | |
| Will Alcohol Be Allowed at your picnic? (If yes, Certificate of Insurance must reflect Alcohol coverage) | YES | NO | |
| Will Alcohol be (circle one) | SOLD | SERVED | |



We require the following information before granting your request.

A liability insurance policy to contain the following:

In the Description box: “The Borough of Tinton Falls as additionally insured”
Picnic date and location. If alcohol is permitted please note certificate must reflect coverage.

In the Certificate Holder Box: The Borough of Tinton Falls
556 Tinton Avenue
Tinton Falls,

Completed and signed Hold Harmless Agreement.

NO GROUP/INDIVIDUAL IS TO ASSUME THAT THEY HAVE PERMISSION TO USE ANY BOROUGH OF TINTON FALLS FACILITY UNLESS THEY HAVE BEEN ISSUED AN ACTUAL PERMIT FOR THAT FACILITY. THESE PERMITS MUST BE IN THE GROUP’S / INDIVIDUAL’S POSSESSION WHILE THE FACILITY IS IN USE.

Facility Reservation Regulations

1. The reservation process must be completed, in accordance with these regulations, at least six weeks in advance of reserved date. Reservations shall constitute as an agreement between the User and the Borough of Tinton Falls. Agreements will include by reference, all terms and conditions of this facility use policy. All applications must be signed by an authorized adult representative of User organization or Private party.
2. Cancellation of use must be in writing and received at least three weeks prior to the scheduled event. Cancellation without proper notification, will result in the forfeit of fees.
3. No reservation is confirmed until all fees, permits/licenses and insurance are obtained and paid in full. These fees shall be paid at least ten (10) working days prior to the use of the facilities. If the User has not complied with the policies and regulations contained in this policy, any reservation may be canceled immediately upon notice to the applicant, and any fees paid shall not be returned.
4. Two week tentative hold may be placed on a facility without deposit by advising the Borough’s Recreation Department in writing. Hold will be removed from the calendar at the end of the two week period without notification to applicant unless deposit has been paid. Nothing in this section shall serve to shorten the requirements of section 1 of these rules and regulations.
5. Licensed catered food service is permitted. Caterer must provide a current Certificate of Insurance to the Recreation Department. Cooking is allowed only with prior approval, as noted in the application process. No smoking is permitted in any Borough of Tinton Falls facility. The serving of refreshments requires prior approval from the Recreation Department.
6. No signs or decorations will be fixed inside or outside the building. No building use may extend beyond 10:00pm. No bird seed, confetti, rice or other similar items will be allowed to be thrown in or around the facility. No open flames or candles will be allowed.
7. All entrance doors on the premises shall be locked when the facility is not in use. All door openings to public corridors shall be kept closed except for normal ingress and egress.
8. Organizations must book facilities through the Department of Recreation by the Borough staff member and have approval from the department director or appropriate designee. Written approval must be sent to the Department of Recreation.
9. All applications for facility use shall be made on official forms. Forms are provided by the Borough Department of Recreation and completed applications constitute an agreement between the User and the Borough of Tinton Falls. The agreement will include by reference all terms and conditions of the general regulations and all rules and regulations pertaining to use of borough facilities. All applications must be signed by an authorized adult representative of the User organization.
10. The Borough shall not be responsible for any loss or damage which the User suffers from the cancellation of a scheduled event resulting from the Borough’s activities or circumstances or events beyond the control of the Borough, or where User has failed to satisfy all requirements set forth in this policy.
11. The Borough of Tinton Falls, in its sole discretion reserves the right to cancel any event in the best interest of the Borough, or where necessitated by circumstances, or reason beyond the control of the Borough.

I hereby waiver for my group, myself, my child, my heirs all claims for damages which I might have against the Borough of Tinton Falls , the Tinton Falls Recreation Department and Parks Department, the Tinton Falls Board of Education or any other participating agency and their employees for any and all injuries which I might receive during this activity. I further understand that the Borough of Tinton Falls does not carry Medical / Accident Insurance.

Applicant’s

Date

Please note: This form is subject to change without notice.



BOROUGH OF TINTON FALLS HOLD HARMLESS AGREEMENT

Between the Borough of Tinton Falls

AND

(Organization Name)

(Address Not P.O. Box)

(Telephone Number)

Organization Type (Please Circle One)

Individual

Non-Profit Organization

Profit Making Organization

In consideration for use of municipality owned facilities (Location) _____, on the following dates: _____ for the purpose of _____ the undersigned agrees to indemnify, defend and hold the ***Borough of Tinton Falls*** and its officers, agents, members, servants, employees and assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgments, expenses, costs and attorney's fees arising out of the use of the property referred to above. I understand that this Hold Harmless Agreement also requires that the ***Borough of Tinton Falls*** is indemnified from any and all liability, claims, demands, damages, judgments, expenses and costs of any kind resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

Unless raised in writing, the Borough of Tinton Falls, (Organization) _____ agree to furnish a Certificate of Insurance as to workers Compensation coverage (except for an individual) and Certificate of Insurance specifically naming the Borough of Tinton Falls as an additionally insured, providing a general liability, bodily injury and property damage coverage with minimum limits of liability not less than:

- \$300,000 for an individual
- \$500,000 for non-profit organization
- \$1,000,000 for a profit making organization or corporation

The following information concerning the intended use of the premises is furnished:

- a) Alcoholic beverages (will / will) not be served.
- b) Total number of persons anticipated is _____
- c) Live entertainment (will / will not) be provided
- d) Other _____

Signed this _____ day of _____, 2019 as the binding act in deed of

(Name of Organization or Party)

(Authorized Signature)

(Witness)