

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): 1st: _____ 2nd: _____ 3rd: _____

Park Preferred (rank choices from 1-3): _____ Burkes Park _____ Jackson St. Park _____

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 clerks 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 Sayreville 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 Sayreville
167 Main Street
Sayreville, NJ 08872

Completed and signed Hold Harmless Agreement.

NO GROUP/INDIVIDUAL IS TO ASSUME THAT THEY HAVE PERMISSION TO USE ANY BOROUGH OF SAYREVILLE 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 Sayreville. 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 Sayreville 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, 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 Sayreville. 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 Sayreville, 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 Sayreville, the Sayreville Recreation Department and Parks Department, the Sayreville 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 Sayreville does not carry Medical / Accident Insurance.

Applicant's Signature

Date

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