

PROSPECT PARK RECREATION DEPARTMENT USE OF FACILITIES

CONTACT INFORMATION

FULL NAME OF PERSON/ORGANIZATION

IF ORGANIZATION NAME OF CONTACT PERSON

ADDRESS:

DAYTIME PHONE:

CELL PHONE:

EMAIL:

PLEASE CHECK FACILITIES REQUESTED

HOFSTRA PARK PAVILION

RESIDENT

NON - RESIDENT

NON-PROFIT ORGANIZATION

HALF DAY RENTAL \$175.00

HALF-DAY RENTAL \$200.00

10 AM - 3 PM

4 PM - CLOSE

FULL DAY RENTAL \$225.00

FULL DAY RENTAL \$250.00

SPRAY PARK

RESIDENT

NON RESIDENT

NON- PROFIT ORGANIZATION

10 AM - 12 PM

5 PM - 7 PM

\$ 75.00 RESIDENT

\$ 150.00 NON- RESIDENT

\$ 100.00 FOR USE DURING OPERATING HOURS *

\$200.00 FOR USE DURING OPERATING HOURS*

* These fees are resident and non resident respectively pending Mayor and council approval

ADDITIONAL FACILITIES

BASEBALL FIELDS

TENNIS COURTS

BASKETBALL COURTS

\$ 75.00 PER LOCATION

FIELD 1

FIELD 2

FIELD 3

SECURITY DEPOSIT

\$250.00

CASH

MONEY ORDER

CHECK # _____

Date requested:

FEES:

Fees for use of facilities are **NON- REFUNDABLE**. If for any reason not man made, such as but not limited to, **rain, snow, or high winds** prevents the use of the facilities for which a permit has been issued. The applicant shall be credited the application fee towards a subsequent application fee. However, a fee credit is non

INSURANCE

YOU MUST GO TO AN INSURANCE COMPANY/AGENT AND REQUEST A LIABILITY POLICY FOR THE DAY OF THE EVENT. WHEN YOU RECEIVE THE POLICY YOU MUST SUBMIT A COPY OF THE CERTIFICATE OF INSURANCE TO THE BOROUGH OF PROSPECT PARK COVERING BOTH THE APPLICANT AND THE BOROUGH. THE BOROUGH IS NOT RESPONSIBLE FOR INJURIES WHATSOEVER.

Certificate Received Yes NO (See Attached)

Adequate insurance for liability covering both the applicant and the Borough must be submitted. For business establishments, the applicant shall submit a certificate of insurance with their application naming the Borough of Prospect Park as a co-insured party. (§ 58-9, Code of the Borough of Prospect Park)

RULES AND REGULATIONS

PARK HOURS:

Opens ½ hour before sunrise.

Closes ½ hour after sunset.

IT SHALL BE ILLEGAL AT ANY TIME TO DO OR CAUSE TO BE DONE ANY OF THE FOLLOWING ACTS WITHIN THE CONFINES OF HOFSTRA PARK.

- To drive or park any self-propelled vehicle other than on the roads or on parking areas designed for that purpose.
- To allow any dog to run at large.
- To bring, use or fire any explosives, firearm or air gun into or across said park.
- To sell or offer to sell any objects or merchandise therein, except by permission given by the Mayor and Council.
- To light, build, kindle or maintain any fire, except in places provided for that purpose.
- **NO LITTERING** – To bring into, throw, or place on any part of the grounds any papers, trash or other refuse matter and to fail to place such materials to be disposed of in the receptacles placed in the park for such purpose.
- **NO FIGHTING** – To engage in any rowdiness or fisticuffs therein.
- To drive or park any unlicensed self-propelled vehicle anywhere within the park.
- To commit any acts of vandalism.
- To damage, destroy, mar or remove any of the facilities, plants or vegetation.
- To allow any horse or pony upon the premises, except by permission given by the Mayor and Council for special events.
- To drive any self-propelled vehicle at a speed in excess of fifteen (15) miles per hour.
- **In accordance to Ordinance § 22-3 No person shall consume Alcoholic Beverages in any public areas within the Borough of Prospect Park (including Hofstra Park and its facilities)**
- Permits shall only be issued to organizations which demonstrate prudent responsibility for the safety and welfare of prospective users of the park and for the proper care of the park.
- It is hereby understood and agreed upon that if permission is granted, the undersigned applicant will assume responsibility for the preservation of order on said grounds, liability for all damages incurred, injuries sustained, or loss of property that may accrue, and for the due observation of all ordinance and regulations of the Borough of Prospect Park.
- It is also understood and agreed upon that if permission is granted, the undersigned applicant agrees to indemnify and hold harmless the Borough, its officers, employees and agents from all liability, actions, suits, judgments, loss expenses, costs and damage which may arise by reason of any damage or injury sustained by any such person or property arising in any fashion whatsoever from the use of the park and its facilities.

I do hereby respectfully make application to the Borough of Prospect Park Board of recreation for a park permit. I have read, understand and agree to the conditions of this application and regulations governing the use of the Hofstra Park facilities. I also understand any violations of these regulations may result in the loss of deposit and may prohibit future use of park facilities by me and/or the organization I represent.

Applicant Signature _____ Date _____

Borough Clerk _____ Date _____

For Office Use Only

Permit Approved _____ Issued Date _____ Permit # _____

Payment Amount Received (cash/check/money order) including security deposit \$ _____

Permit Denied _____ Reason for denial _____

Director of Recreation Signature _____ Date _____

**Borough of Prospect Park
106 Brown Avenue
Prospect Park, NJ 07508
973-790-7902**



PROSPECT PARK RECREATION DEPARTMENT

Pavilion Pre/Post Checklist

REFUND: *In order to receive your security deposit the following must be completed immediately after use. A representative of the Borough will inspect the area in and around the Pavilion within 24 hrs.*

CLEANING SUPPLIES AND TRASH BAGS ARE NOT SUPPLIED

Pre/Post

- Garbage: In sealed trash bags in garbage cans outside the pavilion ___/___
- Trash: All trash in and around the pavilion picked up ___/___
- Floor: Swept and cleared of any spills and trash ___/___
- Tables and benches: Wiped clean ___/___
- Walls and Ceiling: All decorations and tape must be removed (no nails, thumbtacks or items that need to be inserted into the pavilion are permitted)
- Grills: Extinguished and Coals properly disposed ___/___

Failure to complete any of the above tasks will result in the forfeiture of security deposit.

Renter: _____ Date: _____

Inspector: _____ Date: _____

Security Deposit: Refund _____ Declined _____