



**THE BOROUGH OF PROSPECT PARK**  
**DEPARTMENT OF RECREATION**  
**USE OF FACILITIES APPLICATION**  
 106 Brown Avenue, Prospect Park, NJ 07508  
 Phone: 973-790-7902 ext. 516 Fax: 973-790-0394



Mohamed T. Khairullah  
*Mayor*

E-mail: [acevedoka@prospectpark.net](mailto:acevedoka@prospectpark.net)

Kairy Acevedo  
*Recreation Director*

**CONTACT INFORMATION**

**Full Name of Person/Organization:** \_\_\_\_\_

**If Organization Name of Contact Person (must provide copy/proof of 501c3 form):**  
 \_\_\_\_\_

**Address:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Rain Date (Optional):** \_\_\_\_\_

**PLEASE CHECK FACILITIES REQUESTED**

**HOFSTRA PARK PAVILION**

___ Resident Full Day Rental	(from 10:00 a.m. until close)	\$225.00
___ Resident Half Day Rental	(from 10:00 a.m. until 3:00 p.m.)	\$175.00
___ Resident Half Day Rental	(from 4:00 p.m. until 7:00 p.m.)	\$175.00
___ <b>Non Resident</b> Full Day Rental	(from 10:00 a.m. until close)	\$250.00
___ <b>Non Resident</b> Half Day Rental	(from 10:00 a.m. until 3:00 p.m.)	\$200.00
___ <b>Non Resident</b> Half Day Rental	(from 4:00 p.m. until 7:00 p.m.)	\$200.00

**SPRAY PARK**

\*\*Rental During Operation Hours (12:00PM – 6:00PM) Requires Mayor and Council Approval\*\*

___ Resident Rental	(from 10:00 a.m. until 12:00 p.m.)	\$75.00
___ Resident Rental	(from 6:00 p.m. until 8:00 p.m.)	\$75.00
___ Resident Rental	(During Operation Hours)	\$100.00
___ <b>Non Resident</b> Rental	(from 10:00 a.m. until 12:00 p.m.)	\$150.00
___ <b>Non Resident</b> Rental	(from 6:00 p.m. until 8:00 p.m.)	\$150.00
___ <b>Non Resident</b> Rental	(During Operation Hours)	\$200.00

**ADDITIONAL FACILITIES (FIELDS AND COURTS)**

___ Resident and Non Resident Baseball Rental Field One	\$75.00
___ Resident and Non Resident Baseball Rental Field Two	\$75.00
___ Resident and Non Resident Baseball Rental Field Three	\$75.00
___ Resident and Non Resident Basketball Court Rental	\$75.00
___ Resident and Non Resident Tennis Court	\$75.00

**SECURITY DEPOSIT**

___ Resident and Non Resident Security Deposit	\$250.00
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**(The deposit would be refunded after the event, if you follow all the instructions listed on Page 5)**

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

### **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 OF PROSPECT PARK IS NOT RESPONSIBLE OR LIABLE FOR ANY INJURIES WHATSOEVER.** THE NAME OF THE APPLICANT OR ORGANIZATION MUST MATCH THE NAME ON THE CERTIFICATE OF INSURANCE.

**CERTIFICATE RECEIVED \_\_\_\_\_ YES \_\_\_\_\_ NO**

**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 co-insured party. (§58-9, Code for the Borough of Prospect Park)**

### **RULES AND REGULATIONS**

**PARK HOURS:** OPEN 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 the roads or on parking areas designed for that purpose.
- ❖ To allow my 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 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 being rowdy 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 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 sped 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 hereby understood and agreed upon that if permission is granted, the undersigned applicant agrees to indemnify and hold harmless the Borough. It's officers, employees and agents from all liability, actions, suits, judgements, 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 the deposit and may prohibit future use of park facilities by me and/or the organization I represent.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**BOROUGH OF PROSPECT PARK, 106 BROWN AVENUE, PROSPECT PARK, NEW JERSEY 07508**

PERMIT APPROVED ON: \_\_\_\_\_ ISSUED DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

SECURITY DEPOSIT \$ \_\_\_\_\_ Check/Check # \_\_\_\_\_ Money Order/ Money Order # \_\_\_\_\_

PAYMENT \$ \_\_\_\_\_ Check/Check # \_\_\_\_\_ Money Order/ Money Order # \_\_\_\_\_

TOTAL PAYMENT RECEIVED \$ \_\_\_\_\_

PERMIT DENIED: \_\_\_\_\_ REASON FOR DENIAL: \_\_\_\_\_

RECREATION DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# PAVILION PRE/POST CHECKLIST

**REFUND:** *In order to obtain the return of the security deposit, the following must be completed immediately after using the facilities. A representative of the Borough of Prospect Park will inspect the area in and around the Pavilion within 24 hrs. Also failure to follow any of the rules and regulations set forth (page 3) will result you in the forfeiture of the security deposit.*

**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 \_/\_

Applicant/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

Security Deposit: Approved: \_\_\_\_\_

Declined: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**Note to Applicant/Organization:** Please contact the Borough three days after your event to inquire about the status of your deposit.



## **COVID-19 QUESTIONNAIRE MUST ANSWER**

Have you or any member of your household been diagnosed with COVID-19 complications?

YES

NO

Have you or any member of your household been in contact or visited anyone who has been ill (sick) in the last fourteen days (14 days)?

YES

NO

Have you or any member of your household traveled out of state (New Jersey) and country in any capacity within the last fourteen days (14 days)?

YES

NO

If you answered "YES" to the previous question, please explain otherwise if you selected "NO" please write 'N/A'

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Do you wish to be added to the CodeRED Emergency and Community Notification System?

YES

NO



## **COVID-19 GUIDELINE FOR FACILITIES USE**

**IMPORTANT NOTES:** The Borough of Prospect Park requires that persons or groups who wishes to rent a facility must take the following actions in lieu of the COVID-19 pandemic:

1. Set up tables and chairs at least six (6) feet apart.
2. Everyone must maintain a six (6) foot distance from each other within the Pavilion area.
3. Any group renting the Spray Park area will have all attendees pre-screened prior to entry.
4. Everyone must wear a face covering if they are within six (6) feet of each other and where social distancing is not applicable.
5. Clean all tables and chairs several times during use of facility using CDC guidance, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
6. Make sure all merchandise is washed and dried and/or wiped down with a disinfectant product before placing on a table or chair.
7. Wipe down all tables and chairs using disinfectant during and after use of facility.
8. Have hand sanitizer with at least 60% alcohol content available for use.

### **CAPACITY / OCCUPANCY OF FACILITY**

- Hofstra Park Pavilion Maximum Capacity: No group or individuals of more than **sixty (60)**
- Hofstra Park Spray Park Maximum Capacity: No group or individuals of more than **forty-eight (48)** at a given time inside the Spray Park

**It is mandatory that you sign and return one copy of the Guideline with the application to the Borough of Prospect Park and keep the other copy for yourself.**

I hereby certify that I understand and willing to follow all COVID-19 guidelines and procedures set forth by the Borough of Prospect Park in order to comply and participate in or use of facilities.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Applicant Full Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_