

Borough of Sussex
2 Main Street, Sussex, New Jersey 07461
(973) 875-4831

APPLICATION FOR USE OF BOROUGH FACILITIES

ORGANIZATION: _____

AUTHORIZED CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE: _____

E-MAIL ADDRESS _____ FAX: _____

DATE (S) REQUESTED:

TIMES OF DAY (HOURS):

PLAYING FIELDS, AREAS, OR LOCATIONS BEING REQUESTED FOR USE:

- Brookside Park
- Boggs Field.
- Use of the Main Meeting Room, Municipal Building, 2 Main Street
- Other (Please Specify): _____

WILL YOU BE CHARGING ADMISSION FOR THIS EVENT? YES NO

IF YES, HOW MUCH? \$ _____ IF YES, THE PROCEEDS WILL BENEFIT _____

Applicant is required to maintain, in addition to any insurance required by law, comprehensive liability insurance in an amount not less than \$1,000,000 per occurrence. The Borough of Sussex must be named as an additional insured on this policy. A certificate of insurance as described must be provided before the facility is used. Failure to enforce the required production of the certificate will not void applicant's obligation to provide the insurance as aforesaid. In addition, by making this application applicant agrees, that should this application be granted, applicant will indemnify, hold harmless, and defend the Borough of Sussex against any and all demands, claims, damages, fees, costs and liabilities with respect to applicants use of the facility, of any kind to the fullest extent permitted by law.

Applicant signifies that he/she has read and will abide by the rules governing the use or the facilities and grounds outlined in this application and the attached permit policy of the Recreation Committee. The signatures below represent acceptance of these regulations, and an agreement to abide by them.

Print Name: _____ Signature: _____ Date: _____

Cash Bond Deposit Yes No Amount \$ _____

RESERVED FOR USE BY BOROUGH OFFICIALS

APPROVED ON _____ BY: _____

SUSSEX BOROUGH FACILITY PERMIT POLICY

APPLICATIONS FOR FACILITIES USE

Group leader or authorized representative shall complete a facilities request form, photocopy the signed copy on behalf of the applicant and return the original signed copy to the Recreation Committee or Borough Clerk.

ISSUING OF PERMITS BY THE BOROUGH

Borough residents and organizations are given top priority for consideration of approval. Permits may be issued with time limitations noted, if need be, to accommodate a number or requests.

The Borough also reserves the following rights:

- To witness proof of residence of applicant wishing to obtain permit
- To require a cash bond deposit as security
- To require the applicant to employ special officer(s) for traffic or crowd control at the applicants expense.

RULES REGARDING FACILITY USAGE

While using a park facility, no person shall:

- Disfigure or remove any park property.
- Consume or have in their possession alcoholic beverages.
- Litter facility grounds.
- Park vehicles in other than designated areas.
- Bring or have in possession fireworks and/or explosives
- Build or attempt to build fires in areas other than those designated, except barbecue grills.
- Conduct themselves in disorderly fashion.

Violation of any or all of the above rules will result in denial of future facility requests.

RESPONSIBILITIES OF PERMIT HOLDER

- To relinquish use of the facility at stated time on permit.
- To have a copy of original approval readily available for display upon request.
- To be aware of Borough ordinances and abide by them.
- To supply toiletries i.e. soap, toilet paper, and hand towels in the restrooms.
- To keep restrooms and kitchen clean at all times.

PERMITS

- **Permits requested for games will be given priority over those for practices**
- Games shall be played with the intent of ending within two hours.
- Permits issued for practices will have a two hour time limit, and may be slotted into given time periods if needed to accommodate requests.
- The concession stand is not to be used as a storage facility with exception of food related items.