

BOROUGH OF GLEN ROCK  
DEPARTMENT OF PARKS AND RECREATION



**RECREATIONAL USAGE APPLICATION**

Please complete all required paperwork and submit to the Borough of Glen Rock's Department of Parks and Recreation Office at least thirty (30) days prior to the start of your event.

**ORGANIZATION'S INFORMATION (PLEASE PRINT)**

Organization's Name

Billing Address (Street, City, State, Zip)

Organization Type (Individual, Partnership, Non-Profit Corp., For-Profit Corp., or Public Entity)

**REPRESENTATIVE'S CONTACT INFORMATION**

Contact Person's Name (Last, First)

Job Title

Home/ Office Phone Number

Cell Phone Number

Email Address

Address (Street, City, State, Zip)

Please provide a brief description of your event(s).

*Please indicate your preferred Recreational Facility. All schedules are based on a first-come, first-served principle.*

- \_\_\_\_\_ Wilde Memorial Athletic Complex (683 Maple Avenue)
- \_\_\_\_\_ Wilde Memorial Tennis and/ or Basketball Courts (683 Maple Avenue)
- \_\_\_\_\_ Wilde Memorial Roller Hockey Rink (683 Maple Avenue)
- \_\_\_\_\_ Lower Faber Athletic Complex (380 Doremus Avenue)
- \_\_\_\_\_ Upper Faber Athletic Field (280 Doremus Avenue)
- \_\_\_\_\_ Main Street Athletic Field (240 Main Street)
- \_\_\_\_\_ Sycamore Athletic Field (175 Sycamore Terrance)
- \_\_\_\_\_ Borough Owned Park: \_\_\_\_\_
- \_\_\_\_\_ Other Recreational Facility: \_\_\_\_\_
- \_\_\_\_\_ 5K Race (Borough Streets): \_\_\_\_\_

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**POLICIES AND PROCEDURES**

Please review the following Policies and Procedures. Once reviewed please complete all required paperwork and submit to the Borough of Glen Rock's Department of Parks and Recreation Office at least thirty (30) days prior to the start of your event

- The Recreational Usage Packet, including the Recreational Usage Application and the Hold Harmless Agreement, must be completed and submitted to the Borough of Glen Rock's Parks and Recreation Office at least thirty (30) days prior to the start of your event. In replacement of a notarized Hold Harmless Agreement, a copy of the Applicant's Driver's License will be accepted.
- Upon completion and submission of all required components of the Recreational Usage Packet, the Borough of Glen Rock's Department of Parks and Recreation along with the Borough of Glen Rock's Governing Body will approve or deny below request. Written notification will be sent to the below Organization's Contact Representative soon thereafter the vote is decided on.
- Certificate of Insurance is required, naming the Borough of Glen Rock as additionally insured and listing the Borough of Glen Rock, 1 Harding Plaza, Glen Rock, New Jersey as the certificate holder. The policy must have the following limit of \$1,000,000.00 for General Liability per each occurrence. Please Note: If applicant is a Glen Rock resident and not affiliated with a group, organization, association or team the Borough of Glen Rock will accept in replace of the above, a copy of the applicants Homeowner's Insurance Policy.
- If applicable, the Field Rental Fee must be submitted and received to the Borough of Glen Rock at least ten (10) business days prior to the start of your event. All payments must be received in the form of a check and must be made payable to the Borough of Glen Rock.
- If the Borough of Glen Rock determines any or all Recreational Facilities are unsafe to play on and/or occupy due to inclement weather or other field related issues, it will be announced via Glen Rock's Field Hotline (201) 251-8494. It is therefore the responsibility of a member from the submitting Organization to call the Field Hotline and receive the updated Field Status Report on or before 2:30pm Monday thru Friday, 8:00am on Saturdays, and 9:00am on Sundays. The Borough of Glen Rock reserves the right to delay the posting of the Field Status Report for any unforeseen reason or reasons without advance notification. If named Organization fails to obey the Field Status Reports and utilizes an Athletic Field which may be deemed as closed the named Organization will be held responsible to pay for any damages and repairs which the Borough of Glen Rock sees justifiable. Failure to obey will result in forfeiture of all Recreational Facilities without a full refund, prohibit of future use, and the possible onset of a fine.
- Applicant is responsible to maintain field conditions to the best of their ability. The removal of accumulated rain water on any athletic field is prohibited, unless done with extreme care and proper training. The removal of infield clay from all baseball or softball fields is strictly forbidden.
- Permits are subject to cancellation. The Borough of Glen Rock reserves the right to cancel any or all reservations or use a portion of any Borough owned Recreational Facility. If a reservation is canceled due to inclement weather and/ or a scheduling conflict, the applying Organization will be subject to a full refund or have the option to reschedule.

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- The Borough of Glen Rock shall not be held responsible for the afterwards cleanup and any other damages or vandalism endured to Borough Property as a result of an event by a submitting Applicant or Organization. In addition, all trash and recyclables must be placed in the proper receptacles.
- The Borough of Glen Rock shall not be held responsible for any injury to persons or loss of damage to personal property while utilizing a Borough of Glen Rock Recreational Facility. The Class B and C Organization(s) shall indemnify and hold the Borough of Glen Rock, its Officers, Agents, and Employees harmless from any and all liability, claims, damages, court costs, and attorney fees arising from the use of the Borough Property referred to as noted above.
- Smoking is not permitted on the grounds of any Borough of Glen Rock Recreational Facility.
- Alcoholic beverages are not permitted without prior approval from the Borough. If desired, a separate application for Alcoholic Beverage Consumption must be completed and submitted to the Borough for their approval.
- Applicant is solely responsible for the actions and conduct of its players, participants, coaches, commissioners, Executive Board members, and spectators.
- Applicant must have an approved copy of the Borough of Glen Rock's Usage Permit in their possession at all times, while utilizing a Borough of Glen Rock Recreational Facility.
- The Director of Parks and Recreation reserves the right to void/ suspend use by any Organization that does not comply with the above Policies and Procedures regarding the usage of a Borough of Glen Rock Recreational Facility. Failure to obey will result in the forfeiture of all Recreational Facilities without a full refund, prohibit of future use, and the possible onset of a fine.

**AUTHORIZATION STATEMENT**

As a representative of the above named Organization, I hereby fully understand and agree to the above Policies and Procedures & Rental Terms and Conditions regarding the renting of a Borough of Glen Rock owned Recreational Facility.

*Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ as the binding act in deed.*

\_\_\_\_\_  
 Signature of Applicant/ Organization Representative \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Co- Applicant/ Organization Representative \_\_\_\_\_  
 Date

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**RESERVATION DATES AND TIMES**

Please indicate your preferred date and time.

Please Note: A \$100.00 per hour per field will be associated with each field reservation.

Date 1:	_____	Time 1:	_____ am/pm - _____ am/pm
Date 2:	_____	Time 2:	_____ am/pm - _____ am/pm
Date 3:	_____	Time 3:	_____ am/pm - _____ am/pm
Date 4:	_____	Time 4:	_____ am/pm - _____ am/pm
Date 5:	_____	Time 5:	_____ am/pm - _____ am/pm
Date 6:	_____	Time 6:	_____ am/pm - _____ am/pm
Date 7:	_____	Time 7:	_____ am/pm - _____ am/pm

**ATHLETIC FIELD RENTAL TERMS**

A \$100.00 per hour per field rental fee will be associated with each Athletic Field reservation.  
In addition, a \$100.00 per hour rental fee will be associated with each Roller Hockey reservation

Will you be charging admission or a registration fee?     YES         NO

If your application is approved, the above named Organization will receive notification along with a field rental invoice, reflecting the hours of your event. Invoices must be paid in full at least ten (10) business days prior to the start of your event. If a fee waiver is granted, the above named Organization will receive written notification by the Borough of Glen Rock's Department of Parks and Recreation prior to the start of your event.

**All checks must be made payable to the Borough of Glen Rock and be submitted to:**

Borough of Glen Rock  
Department of Parks and Recreation  
One Harding Plaza  
Glen Rock, NJ 07452  
**Attention: Katie Frey**

**BOROUGH OF GLEN ROCK**  
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**HOLD HARMLESS AGREEMENT**

Please complete all required paperwork and submit to the Borough of Glen Rock's Department of Parks and Recreation Office at least thirty (30) days prior to the start of your event.

**IN CONSIDERATION OF THE USAGE OF**

Borough of Glen Rock's Recreational Facility or Facilities named \_\_\_\_\_,

on the following date(s) \_\_\_\_\_, for the purpose of \_\_\_\_\_

by the Organization named \_\_\_\_\_.

**In order for the Borough of Glen Rock to review this Hold Harmless Agreement, the following information covering the intended use of the premises must be furnished.**

- ❖ Alcoholic Beverage(s) WILL/ WILL NOT be served.
- ❖ Anticipated Number of Participants \_\_\_\_\_.

**CERTIFICATE OF INSURANCE**

In order for the Borough of Glen Rock to review/ approve this Hold Harmless Agreement, the Applicant must complete and notarize the Agreement or provide a copy of their Driver's License. In addition, the Applicant must provide a copy of the Organization's Certificate of Insurance naming the Borough of Glen Rock as additionally insured and listing the Borough of Glen Rock as the certificate holder. The policy must have the following limit of \$1,000,000.00 for general liability per each occurrence. If the Applicant is a Glen Rock Resident and not affiliated with a group, organization, association, or team; a copy of your Homeowner's Insurance Policy will be accepted.

**AUTHORIZATION STATEMENT**

The undersigned agrees to indemnify and hold the Borough of Glen Rock, its Officers, Agents, and Employees harmless from any and all liability, claims, damages, court costs, and attorney fees arising from the use of the Borough Property referred to as noted above. I understand that this Hold Harmless Agreement also requires that the Borough of Glen Rock is indemnified from any losses or damages resulting from the acts or omissions from any quest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing, by the Borough of Glen Rock, I agree to furnish an insured providing general liability, bodily injury, and property damage coverage with minimum limits of liability not less than \$1,000,000.00 combined single limit. Said certificate shall state that the "issuing company shall mail 30 days written notice to the certificate holder named, certified mail return receipt." It shall also contain a statement acknowledging this hold harmless agreement. No exceptions or limitations will be accepted.

*Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ as the binding act in deed.*

\_\_\_\_\_  
Signature of Applicant/ Organization Representative \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co- Applicant/ Organization Representative \_\_\_\_\_  
Date

BOROUGH OF GLEN ROCK  
DEPARTMENT OF PARKS AND RECREATION



**OFFICIAL BOROUGH USE ONLY**

PERMIT NUMBER

APPROVED

DENIED

RECREATIONAL FACILITY: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIME(S): \_\_\_\_\_

BOROUGH OF GLEN ROCK ORGANIZATION

GLEN ROCK BOARD OF EDUCATION ORGANIZATION

THIRD PARTY ORGANIZATION

COMPLETED USAGE APPLICATION

COMPLETED HOLD HARMLESS AGREEMENT

NOTARIZATION OR COPY OF APPLICANTS DL

CERTIFICATE OF INSURANCE

INVOICE # \_\_\_\_\_

◆ TOTAL AMOUNT DUE: \_\_\_\_\_

◆ RECEIVED BY: \_\_\_\_\_

◆ CHECK #: \_\_\_\_\_

◆ DEPOSIT #: \_\_\_\_\_

