



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: recreation@prospectpark.net

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):** _____

Purpose: _____

HOFSTRA PARK COURTS AND FIELD FACILITIES

Check:

	Resident and Non-Resident Baseball Rental Field One	<u>\$75</u>
	Resident and Non-Resident Baseball Rental Field Two	<u>\$75</u>
	Resident and Non-Resident Rental Turf-Soccer Field	<u>Please refer to page 4</u>
	Resident and Non-Resident Basketball Court	<u>\$75</u>
	Resident and Non-Resident Tennis Court	<u>\$75</u>

SECURITY DEPOSIT FOR FIELDS / COURTS (NON-TURF SOCCER FIELD)

- **Resident and Non-Resident Security Deposit** _____ **\$250**
(Deposit would be refunded after the event, if you follow all the instructions listed on page 8)

FEES: Permits shall only be issued upon submission of an application and a **Non-Refundable Permit Fee**. However, despite the aforementioned permit fees being non-refundable, in the event that it rains/snows on the date for which the permit for the Use of Fields and Courts facilities was issued and and the said facility is closed by the Borough and the applicant is unable to utilize the field on the said date, the applicant shall be credited the permit fee towards the subsequent application for a permit for the use of the Fields and Courts Facilities. Additionally, no-refunds will be issued for unused time.

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 INSURANCE CERTIFICATE MUST NAME THE BOROUGH OF PROSPECT PARK AS AN ADDITIONAL INSURED BODY. **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 FIELDS / COURTS (NON-TURF SOCCER FIELD)

PARK HOURS: OPENS ½ BEFORE SUNRISE AND CLOSES ½ AFTER SUNSET.

- ❖ To drive/park any self-propelled vehicle other than the roads or on parking areas designated for that purpose.
- ❖ No pets are not allowed on the turf soccer field.
- ❖ To bring, use or any fire explosives, firearm, or air gun into or across the said park / field.
- ❖ To sell or offer to sell any objects or merchandise therein the park or field, 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 –Trash of no sort is to be thrown around in the park / field. All trash and reusable matter must be disposed of in designated areas only.
- ❖ NO FIGHTING- Misconduct of any sort, verbal or physical are not allowed.
- ❖ To commit acts of vandalism are not allowed.
- ❖ To damage, destroy, pluck, or remove any plantations or vegetation.
- ❖ To allow any horse or pony upon the premises, except by the permission given by the Mayor and Council for special events.

- ❖ To drive any self-propelled vehicle at more than 15 miles/hour.\
- ❖ 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.
- ❖ **In accordance with Ordinance 22-3, NO PERSON SHALL CONSUME ALCOHOL BEVERAGES IN ANY PUBLIC AREAS WITHIN THE BOROUGH OF PROSPECT (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 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: _____

TURF SOCCER FIELD IN HOFSTRA PARK

FEES FOR THE USE OF THE FULL SOCCER FIELD

(Entire Horizontal Field)

	<u>Prospect Park Resident</u>	<u>Prospect Park Non-Profit Organization</u>	<u>Non-Resident</u>	<u>Non-Resident Non-Profit Organization</u>	<u>Prospect Park for Profit-Organization</u>	<u>Non-Resident for Profit Organization</u>
<u>Weekday</u>	\$100.00	\$100.00	\$125.00	\$125.00	\$150.00	\$175.00
<u>Weekend</u>	\$150.00	\$150.00	\$200.00	\$200.00	\$300.00	\$325.00
<u>Use of Lights</u>	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00

FEES FOR THE USE OF THE HALF-SOCCER FIELD

(2 separate Vertical Fields)

	<u>Prospect Park Resident</u>	<u>Prospect Park Non-Profit Organization</u>	<u>Non-Resident</u>	<u>Non-Resident Non-Profit Organization</u>	<u>Prospect Park for Profit-Organization</u>	<u>Non-Resident for Profit Organization</u>
<u>Weekday</u>	\$75.00	\$75.00	\$100.00	\$100.00	\$125.00	\$150.00
<u>Weekend</u>	\$100.00	\$100.00	\$100.00	\$150.00	\$200.00	\$350.00
<u>Use of Lights</u>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00

- ALL PAYMENTS TO THE BOROUGH ARE REQUIRED WITHIN 48 HOURS OF APPROVED USAGE NOTIFICATION.

- FREE PLAY TIME IS NOT AVAILABLE FOR RENTAL

Please Mention Day / Time Slot of Rental Request

*Each slot is at an interval of 2 hours each. Please check availability of time slots with Recreation Department.

<u>Day</u>	<u>Dates(s) /Time</u>	<u>Half or Full</u>	<u>Total Hours</u>	<u>Use of Lights Yes or No</u>
<u>Monday</u>				
<u>Tuesday</u>				
<u>Wednesday</u>				

<u>Thursday</u>				
<u>Friday</u>				
<u>Saturday</u>				
<u>Sunday</u>				

***Please Specify below if the presence of law-enforcement is desired on the Turf-Soccer Field:**

<u>CHECK BOX IF NO</u>	<u>CHECK BOX IF YES</u>	<u>Number of Police Officers</u>

-If yes, then under the section “No. of Cops”, please provide the number of how many cops are required by you on the field during your time slot. This information will be used to notify the Police Department of Prospect Park, who will then make further arrangements by communicating directly with the applicant. It is to be noted that the costs for arranging law-enforcement presence on the field are separate from the turf-soccer rental fee. The invoice for the law-enforcement will be sent out directly by the Police Department and not the Borough of Prospect Park.

SECURITY DEPOSIT

***Resident and Non-Resident Security Deposit-----\$250.00
(The deposit would be refunded after the event, if you follow all the instructions listed on Page 8)**

FEES: Permits shall only be issued upon submission of an application and a **Non-Refundable Permit Fee.** However, despite the aforementioned permit fees being non-refundable, in the event that it rains/snows on the date for which the permit for the use of the Turf Soccer Field was issued and the Turf Soccer Field is closed by the Borough and the applicant is unable to utilize the field on the said date, the applicant shall be credited the permit fee towards the subsequent application for a permit for the use of the Turf Soccer Field. Though a credit for the permit fee shall be non-transferable and shall expire within one year from the date of which the permit was issued. Additionally, no-refunds will be issued for unused time.

INSURANCE / HOLD HARMLESS AGREEMENT

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 INSURANCE CERTIFICATE MUST NAME THE BOROUGH OF PROSPECT PARK AS AN ADDITIONAL INSURED BODY. **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

TURF SOCCER FIELD HOURS: OPENS AT SUNRISE AND CLOSSES AT SUNSET (unless there is a booking of the Turf-Soccer rental slot of 8:00 P.M through 10:00 P.M)

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/park any self-propelled vehicle other than the roads or on parking areas designated for that purpose.
- ❖ No pets are not allowed on the turf soccer field.
- ❖ To bring, use or any fire explosives, firearm, or air gun into or across the said park / field.
- ❖ To sell or offer to sell any objects or merchandise therein the park or field, 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 –Trash of no sort is to be thrown around in the park / field. All trash and reusable matter must be disposed of in designated areas only.
- ❖ NO FIGHTING-Users are responsible for the conduct and behavior of players and their spectators on the field.
- ❖ Golfing and/or other non-authorized uses (i.e., model airplanes, drones, rockets, shot-put, javelin, disk throwing) is prohibited on the turf soccer field.
- ❖ Participants must always lift and carry equipment and NOT DRAG.
- ❖ Only freestanding field markers and sports equipment are permitted.
- ❖ Food or chewing gum of any kind prohibited on turf field.
- ❖ All glass containers are prohibited.
- ❖ Colored drinks or beverages are not allowed.
- ❖ Authorized users are responsible for notifying their guests of these policies. Failure to adhere may forfeit their permission to use the field.
- ❖ No metal spiked shoes or high heels of any kind are permitted to be used on the ground.

- ❖ No skates, posts, poles and/or markers of any kind are permitted to be driven on the turf field.
- ❖ Any training equipment such as portable lights, blocking sleds, lacrosse nets, soccer free kick mannequin wall etc., must be pre-approved by the Borough Administrator of Prospect 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: _____

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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: _____



Field / Courts 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 3-4) 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 _/_
- Ground: Swept and cleared of any spills and trash _/_
- All decorations and tape must be removed (no nails, thumbtacks or items that need to be inserted into the pavilion are permitted. _/_

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.