



**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](mailto: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 PAVILION**

<b><u>Resident Full-day rental</u></b>	(From 10:00 a.m. until close)	\$225.00
<b><u>Resident Half-day rental</u></b>	(From 10:00 a.m. until 3:00 p.m.)	\$175.00
<b><u>Resident Half-day rental</u></b>	(From 4:00 p.m. until 7:00 p.m.)	\$175.00
<b><u>Non-Resident Full-day rental</u></b>	(From 10:00 a.m. until close)	\$250.00
<b><u>Non-Resident Half-day rental</u></b>	(From 10:00 a.m. until 3:00 p.m.)	\$200.00
<b><u>Non-Resident Half-day rental</u></b>	(From 4:00 p.m. until 7:00 p.m.)	\$200.00

***\*\* It is to be noted that even if you have the Pavilion/Grill rented out, even then the public can still always access the children's playground. \*\****

## HOFSTRA PARK SPRAY-PARK RENTALS

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

<u>Resident Rental</u>	(From 10:00 a.m. until 12:00 p.m.)	\$75
<u>Resident Rental</u>	(From 6:00 p.m. until 8:00 p.m.)	\$75
<u>Resident Rental</u>	(During Operation Hours)	\$100.00
<u>Non-Resident Rental</u>	(From 10:00 a.m. until 12:00 p.m.)	\$150.00
<u>Non-Resident Rental</u>	(From 6:00 p.m. until 8:00 p.m.)	\$150.00
<u>Non-Resident Rental</u>	(During Operation Hours)	\$200.00

### SECURITY DEPOSIT

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

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 Pavilion & Spray-Park facilities was issued and the said facility is closed by the Borough and the applicant is unable to utilize the facility on the said date, the applicant shall be credited the permit fee towards the subsequent application for a permit for the use of the Pavilion & Spray-Park. 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

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



## Pavilion/Spray Park 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.

