

# Field Use Permit

Date Revised: October 27, 2016

Franklin Lakes Recreation Department  
401 Pulis Avenue  
Franklin Lakes, New Jersey 07417  
Telephone: (201) 847-8200  
Fax: (201) 847-0719



## Person Responsible

Name	
Street Address	
City, State, ZIP	
Home Phone	
Work Phone	
E-Mail Address	

## Which facility would you like to use?

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## When would you like to use the building?

Date:	From (Hour)	To (Hour)

## Why would you like to use the facility?

Use by (organization):

Approximate Number of People:

Type of Event:

Have you used this facility before?

If yes, approximately when?

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**NOTE: ALCOHOLIC BEVERAGES ARE NOT PERMITTED!**

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### Secondary contact person (not required)

Name	
Street Address	
City, State, ZIP	
Home Phone	
Work Phone	
E-Mail Address	

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.

Name (printed)	
Signature	
Date	

### Our Policy

It is the policy of the Borough of Franklin Lakes to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

### Application Approved (Office Use Only)

Date Approved:	
Approved By:	
Please provide copies to: Mayor and Council All Committee Members Franklin Lakes Road Department Franklin Lakes Police Department	

# BOROUGH OF FRANKLIN LAKES

## FACILITIES USE POLICY CERTIFICATION

Name of Organization or Group: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Date of Proposed Use: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Group (*Check One*):

**Group I:** Recreation and Parks directly sponsored activities. These activities include programs run by the Recreation and Parks Department, such as day camps, after-school programs, day programs, special events and seasonal sporting activities.

**Group II:** teams in established leagues. These groups are independent organizations that have been established to serve the recreational interest of the participants.

**Group IIA** shall be teams with Franklin Lakes residents being at least 75% of the host team participants.

**Group IIB** shall be teams with Franklin Lakes residents being at least 20% but less than 75% of the host team participants.

**Group IIC** shall be teams with less than 20% of the participants being Franklin Lakes residents.

**Group III:** school events and teams.

**Group IIIA** shall be Franklin Lakes elementary school events or teams.

**Group IIIB** shall be Indian Hills or Ramapo High School events or teams. Generally, the Borough is not responsible for providing field usage to schools.

**Group IV:** private groups. These groups are made up of residents of Franklin Lakes or businesses located in Franklin Lakes who request the use of facilities on an occasional basis when space is available. At least 50% of the host group participants must live or work full-time in Franklin Lakes.

**Group V:** privately operated programs. Borough facilities can be made available for organizations, camps, leagues, or groups for the purpose of providing recreational services to youth or adults. This group includes instructional activities that extend beyond one day and for which a separate fee or tuition is charged.

I hereby certify that the organization or group meets the definition checked off above.

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

Signature: \_\_\_\_\_



**Franklin Lakes Parks & Recreation Department**

1 Vichiconti Way  
Franklin Lakes, NJ 07417  
(201) 847-8200  
Fax: (201) 847-0719

**FACILITIES USE REQUEST – ADDITIONAL INFORMATION**

**Parking Plan:** Describe where will you be parking, which lots will you use, approximate number of cars, etc. Attach separate sheet if necessary. For use of parking lots on property other than McBride Field, provide copy of written permission with application.

**Pre/post event planning:** Describe requirements and plans for setup, breakdown and clean up from event. Attach separate sheet if necessary.

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**FOR INTERNAL USE ONLY**

*Payment required for planning, setup, breakdown and Police/DPW services during event*

<b>Date</b>		<b>Required</b>		<b>Initials</b>
_____	<b>Police</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ Payment amount	_____
_____	<b>DPW</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ Payment amount	_____
_____	<b>Recreation Dept.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ Facilities use fee	_____
			\$ _____ Total fees	

**Comments or Additional Requirements:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# HOLD HARMLESS AGREEMENT

Between the Borough of Franklin Lakes and

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address (not a Post Office Box)

\_\_\_\_\_  
Organization Type  
*(Individual, Partnership, Non-Profit Corporation, Public Entity)*

\_\_\_\_\_  
Telephone Number      Unlisted (Y/N)  
*(If unlisted, phone number is exempt from public disclosure under the Open Public Records Act.)*

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

In consideration of the use of \_\_\_\_\_ on the following date(s):  
\_\_\_\_\_ for the purpose of \_\_\_\_\_,  
the undersigned agrees to indemnify and hold the Borough of Franklin Lakes, its officers, agents and  
Employees harmless from any and all liabilities, claims, costs, and attorney's fees arising out of the  
use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Borough of Franklin  
Lakes is indemnified from any losses or damages resulting from the acts or omissions from any  
guest, participant, visitor, or other person attending the event herein referred to.

Hold Harmless Agreement  
Page Two

Unless waived in writing by the Borough of Franklin Lakes, I agree to furnish a Certificate of Insurance specifically naming the Borough of Franklin Lakes as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 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.

The facilities being utilized will be cleaned following its use by the organization, so that it is at least as clean as it was prior to its use by the organization.

In order to induce the Borough of Franklin Lakes to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

1. Will alcoholic beverages be served?  Yes  No
2. Total number of persons anticipated is \_\_\_\_\_.
3. Will live entertainment be provided?  Yes  No
4. Other: \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as the binding act and deed of:

\_\_\_\_\_  
Name of Individual/Organization

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Authorized Signature

*Note: The Certificate of Insurance shall be in original form. No photocopies or fax copies shall be accepted. The authorized person shall also sign it in ink.*



The Franklin Lakes community can work together to clean up our parks, fields and public areas. Clean up after yourself and make sure that others do as well.

The beauty that is Franklin Lakes should be free of litter. Be responsible to your community, your neighbors, the environment and yourself, by always picking up.



**Pride in Franklin Lakes is Picking Up!**

*Franklin Lakes Anti-Littering Campaign*