

Field Use Permit

Date Revised: December 20, 2019

Franklin Lakes Recreation Department
One Vichiconti Way
Franklin Lakes, NJ 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 field/facility would you like to use?

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When would you like to use the field/facility?

Date:	From (Hour)	To (Hour)

Why would you like to use the field/facility?

Use by (organization):

Approximate Number of People:

Type of Event:

Have you used this facility before?

If yes, approximately when?

NOTE: ALCOHOLIC BEVERAGES ARE NOT PERMITTED!

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, Franklin Lakes elementary school events or teams, and Indian Hills or Ramapo High School events or teams. 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:** 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.

- Group III:** other privately operated programs or groups. Borough facilities can be made available for organizations, camps, leagues, or groups located outside of Franklin Lakes 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: _____



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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.

FOR INTERNAL USE ONLY

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

Date		Required		Initials
_____	Police	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ Payment amount	_____
_____	DPW	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ Payment amount	_____
_____	Recreation Dept.	<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.)

E-Mail Address

Fax Number

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.

COVID-19 RELEASE:

By signing this agreement, I further acknowledge the contagious nature of COVID-19, the fact that there are cases in Franklin Lakes, and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending activities sponsored by the Borough

of Franklin Lakes and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of the Borough its employees, volunteers, and other participants and their families and I specifically agree to accept and assume full responsibility for these risks and all family members who participate in any activities sponsored by the Borough of Franklin Lakes.

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. Wil alcoholic beverages be served? Yes No
2. Total number of persons anticipated _____
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

Print Name

Print Name

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