

**BOROUGH OF UPPER SADDLE RIVER**

**APPLICATION FOR USE PARKS, PLAYGROUNDS, FIELDS, AND PUBLIC PLACES**

PLEASE TYPE OR PRINT CLEARLY AND SUBMIT ORIGINAL COPY

1. FACILITY DESIRED: \_\_\_\_\_

2. DATE (S): \_\_\_\_\_ HOUR (S): \_\_\_\_\_

3. PURPOSE: \_\_\_\_\_

\_\_\_\_\_ # Of Occupants \_\_\_\_\_  
Individual/ Organization making request

\_\_\_\_\_ Telephone # \_\_\_\_\_  
Address

\_\_\_\_\_ Date \_\_\_\_\_  
Signature

The applicant agrees to abide by the provisions of Chapter 98 of the Ordinance of the Borough of Upper Saddle River regulating the use of the parks, playgrounds, fields and public places. If the number of people involved in the activity warrant police service, the costs of hiring is to be paid for by the applicant and/or organization.

Is Electric Requested? Yes No

Certificate of Insurance Attached? Yes No

Signature of Recreation Director or Commissioner  
\_\_\_\_\_

Signature of Borough Clerk \_\_\_\_\_

APPROVED DENIED Date \_\_\_\_\_

## **SPECIAL INSTRUCTIONS**

The organization (requesting agency) agrees to the following (but not limited to):

- A. Provide adequate supervision.
- B. Be responsible for any damage to facility during activity.
- C. Conform to "NO SMOKING" regulations.
- D. Alcoholic beverages ARE PROHIBITED.
- E. It is the responsibility of the applicant to leave the facility clean of any debris. The Borough will provide trash and recycling containers for this purpose.
- F. Provide its own liability insurance and provide the Borough with a copy of the Certificate of Insurance.
- G. Fill out attached "Hold and Harmless Agreement" and return with properly filled out application.
- H. Reservations for use of the facility are made in order of applications received. All applications must be made in writing. **NO EVENTS WILL BE SCHEDULED UNTIL ALL FORMS HAVE BEEN COMPLETED CORRECTLY**

HOLD HARMLESS AGREEMENT

BETWEEN THE **BOROUGH OF UPPER SADDLE RIVER**

AND

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

\_\_\_\_\_  
Address (Not Post Office Box)

\_\_\_\_\_  
Telephone Number

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

In consideration of the use of \_\_\_\_\_ on the following

Dates: \_\_\_\_\_ for the purpose of \_\_\_\_\_, the undersigned agrees

to indemnify and hold the Borough of Upper Saddle River, its agents and employees harmless from any and all liability, 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 Upper Saddle River 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. Unless waived in writing by the Borough of Upper Saddle River., I agree to furnish a Certificate of Insurance specifically naming the Borough of Upper Saddle River as an additional insured, providing general Liability, bodily injury and property damage with minimum limits of Liability not less than \$1,000,000.

In order to induce the Borough of Upper Saddle River, to accept this Hold Harmless Agreement, the **Special Instructions Information Sheet (page 2)** concerning the intended use of the premises **MUST be adhered to.**

We, \_\_\_\_\_(organization name) have read all rules and regulations set forth by the Borough of Upper Saddle River and agree to follow said rules and regulations.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 200

as the binding act in deed of \_\_\_\_\_  
Name of Organization

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

\_\_\_\_\_  
WITNESS