

USE OF FACILITIES REQUEST FORM
PHILLIPSBURG RECREATION DEPARTMENT
675 CORLISS AVE, PHILLIPSBURG, NJ 08865
PHONE 908-454-5003 FAX 908-454-8814
(MUST BE SUBMITTED THIRTY (30) WORKING DAYS PRIOR TO EVENT)

NAME OF ORGANIZATION _____ DATE _____

DAY/DATE REQUESTED _____ FACILITY REQUESTED _____

PURPOSE/ACTIVITY (EXPLAIN IN DETAIL) _____

(A detailed plan/site layout is required in advance of event and is subject to approval by the Department.)

WILL THERE BE AN ADMISSION CHARGE? YES ___ NO ___ \$ _____

EXPECTED ATTENDANCE _____ ARRIVAL TIME _____ DEPARTURE TIME _____

PERSON IN CHARGE _____ PHONE _____

ADDRESS _____

PROPOSED PROCEDURE FOR SUPERVISION _____

DEPARTMENT SUPPORT REQUESTED _____

CLEAN UP PROCEDURE _____

CERTIFICATE OF INSURANCE

I/We understand the requirements for liability and property damage insurance coverage as stipulated in the Use of Facilities Policy of the Phillipsburg Recreation Department. I/We hereby agree to submit a certificate of insurance conforming to said stipulations at least fourteen (14) days prior to the event date.

Signature of Applicant _____ Street Address _____ City/State/Zip _____

Phone _____ E-mail: _____

FOR OFFICE USE ONLY	
_____	_____
Date Approved by Mayor	Date Approved by Director

Signature of Mayor/Director	

PHILLIPSBURG RECREATION DEPARTMENT
POLICY
USE OF FACILITIES

1. All Use of Facilities Request Forms will be reviewed by the Director of Parks and Recreation and/or designee. Any request exceeding the scope of the Department's authority will be referred to the Mayor for final approval. All requests are subject to the availability of the facility. Town of Phillipsburg activities take priority.
2. All approved activities are subject to all applicable sections under Chapter 39 (parks) of the Code of the Town of Phillipsburg as well as any established rules and regulations set forth by the Director of parks and Recreation.
3. Approved activities are also subject to other applicable sections in the Code of the Town of Phillipsburg.
4. A preliminary plan and site layout is required with the initial use of Facilities Request Form. A final detailed plan/site layout is required a minimum of two (2) weeks in advance of the event and is subject to approval by the Director or designee. Consideration will be given to requirements for the success of the event, but preservation of public property will be the primary concern of the Department.
5. **FEES:** As established by Town of Council.
6. **ADDITIONAL COSTS:** Any support by the Department or any other Town of Phillipsburg resource must be detailed and requested upon submission of the Use of Facilities Request Form. A charge may be assessed for reimbursement of any staff overtime costs involved and/or repairs of damage to public property caused by the activity. The organization/persons named in the Use of Facilities Request Form will be responsible for establishing the means for said reimbursement in cooperation with the Department.
7. Organizational liability insurance must be purchased by any group using park facilities. A Certificate of Insurance naming the Town of Phillipsburg as additional insured must be filed with the Department of Recreation a minimum of two (2) weeks prior to the event. Approved request form will be sent after insurance certificate is received and reviewed.

COVERAGE MINIMUM

- Public liability must be a minimum of \$1,000,000.00
- Property damage a minimum of \$100,000.00

Sufficient insurance must be carried to hold the Town of Phillipsburg free and without harm from any loss, damage, liability, and expense that might arise or be caused by an organization's use of Town facilities.

8. All determinations as to the necessity for security during the event and the amount of security will be made by the Mayor and/or the Director.
9. Request for use of facilities will be scheduled in the order received.

10. Procedure for filing the request:

- A) Contact the Department of Recreation to determine if the facility is available on the date (s) and at the time (s) needed. Requests must be submitted at least thirty (30) working days before the event.
- B) Discuss with the Director your specific needs and exactly what you plan to do. State clearly all facilities that you wish to use, noting any support you may need.
- C) Ask for the Use of facilities Request Form.
- D) A copy of the approved or disapproved request will be forwarded to the person making the request. Approved forms will be sent upon receipt and review of appropriate insurance certificates.

11. Conduct of Patrons

- A) The organization granted use must assume responsibility for the conduct of its patrons.
- B) Parking is limited to parking lots and designated street parking.