

**TOWNSHIP OF MORRIS
DEPARTMENT OF PARKS & RECREATION
50 WOODLAND AVENUE, P.O. BOX 7603
CONVENT STATION, NJ 07961-7603
973-326-7371**

APPLICATION FOR PARK & RECREATION FACILITY USE PERMIT

DATE OF APPLICATION: _____

ORGANIZATION: _____

BUSINESS ADDRESS: _____

NAME OF GROUP REPRESENTATIVE: _____

TITLE OR AFFILIATION: _____

HOME ADDRESS: _____

HOME TELEPHONE: _____ **WORK TELEPHONE:** _____

FAX: _____ **E-MAIL:** _____

SECOND PERSON IN CHARGE: _____ **TITLE:** _____

HOME TELEPHONE: _____ **WORK TELEPHONE:** _____

FAX: _____ **E-MAIL:** _____

PARK(S) REQUESTED: _____

AREA(S) OR FACILITY REQUESTED: _____

AGES OF PARTICIPANTS: _____ **PURPOSE FOR WHICH THE FACILITY**

IS REQUESTED: _____

NUMBER OF PARTICIPANTS & SPECTATORS EACH DAY: _____

DATES REQUESTED: *(Please detail or attach list of days and times):*

DAY(S)	DATES(S)	TIMES	
		FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FEES TO BE CHARGED BY ORGANIZATION REQUESTING PERMIT: (Please detail)

Individual Registration Fees _____ **Exhibitor Fees** _____

Parking Fees _____ **Team Fees** _____ **Vendor Fees** _____

Other Fees (explain) _____

LIST FOR-PROFIT & NON-PROFIT VENDORS TO BE ON SITE:

(*All Food handlers must have a Board of Health permit)

RULES & REGULATIONS:

The named representative of this organization shall be the person responsible for enforcing the Rules and Regulations for park facilities of the Township of Morris. **The representative shall also be responsible for enforcing any Special Conditions issued under the Facility Use Permit. He/she shall be personally responsible for making all necessary arrangements with the Township of Morris, and shall certify same by signing this application. Failure to abide by the Park Rules and Regulations, Special Park Policies, and any Special Conditions of the permit can result in immediate loss of permit privileges and event cancellation. Please note that the Head Coaches of approved sports leagues using Morris Township Parks and Facilities must have a copy of the Township's permit approval letter in their possession.**

Rules Regarding Use of Parks and Recreation Facilities in the Township of Morris:

- 1) Activities must be recreational, educational, cultural, or for civic purposes.
- 2) Use of fields and facilities will be withheld for events not related to general public welfare and to any organization not specifically organized in the best interests of the residents of Morris Township.
- 3) A responsible person must be present to supervise the activity during the entire time the field or facility is in use and shall possess a copy of the facility use permit.
- 4) POSSESSION AND DRINKING OF ALCOHOLIC BEVERAGES, BEER, OR WINE ON ALL MUNICIPAL PARKS AND RECREATION AREAS AND FACILITIES IS STRICTLY FORBIDDEN.
- 5) Any person, persons, team, or organization causing damage to any field or facility will lose the privilege of the use of the field.
- 6) A CERTIFICATE OF INSURANCE MUST BE PROVIDED NAMING THE TOWNSHIP OF MORRIS AS AN ADDITIONAL INSURED- \$1,000,000 Combined Single Limit.

INSURANCE & OTHER REQUIREMENTS:

Before a permit will be issued each applicant organization shall submit to the Township of Morris an original Certificate of Liability Insurance citing the intended use of the park(s) and the dates of use. The Township of Morris must be named as an additional insured for the event on the Certificate. The Township of Morris must receive the Certificate a minimum of sixty (60) days prior to the first day of the reserved use of the park(s).

(Application continues on Page Three)

All applicants are required to furnish, at the time of application, a complete list of the names, home addresses, and telephone numbers of all officers of the organization. If a **Park & Recreation Facility Use Permit** is requested for adult athletic team play, the organization must also supply at the time of application, a complete roster of the names, home addresses and telephone numbers of each member of the applicant's team. Overall participant rosters may be requested from organizations sponsoring youth athletic programs.

This application will not be considered complete and final approval will not be issued until the Township of Morris receives all required fees, a current (non-expired) Certificate of Insurance, and required documents. In addition to any General Use Fees and Special Use Fees, the applicant shall be required to post a Security Fee at least fourteen (14) days prior to the first day of the reserved use of the park. The Township of Morris reserves the right to require the applicant provide, at its own expense, security personnel, sanitation equipment and facilities, or other services necessary to guarantee the public health and welfare.

CERTIFICATION:

I have read the Rules and Regulations and applicable special park policies, responsibilities, and guidelines of the Township of Morris governing the use of park and recreation facilities. I hereby agree to abide by and enforce them. I further agree to protect, defend, indemnify, and hold harmless the Township of Morris and its employees and agents from any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property including the loss of the use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission by the applicant.

Signature of the applicant on this application binds the applicant and the organization to abide by the rules set forth in this application.

SIGNATURE OF REPRESENTATIVE

DATE

For Township Use Only

Date Approved _____ Fees Assessed _____

Fees Received _____ C of I _____

Special Conditions _____