

# BOROUGH OF WESTWOOD

## Recreation Department



PH: 201-664-7882 – Recreation@WestwoodNJ.gov  
55 Jefferson Avenue, Westwood NJ 07675

### 2019 APPLICATION FOR USE OF BOROUGH PARKS

All Applications should be submitted for review and approval no later than 30 days prior to the event.

Organization / Individual name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Purpose for use of the facility \_\_\_\_\_ Number expected to attend \_\_\_\_\_

Will you have a Barbeque, Campfire, Open Flame, etc? Yes  No

Facility being requested: \_\_\_\_\_ Brookside Park \_\_\_\_\_ Berkeley "A" Field \_\_\_\_\_ Berkeley "B" Field

\_\_\_\_\_ Hegeman Park \_\_\_\_\_ Meadowbrook Park \_\_\_\_\_ Voorhis Park \_\_\_\_\_ Veterans Park

\_\_\_\_\_ Westvale "A" (90x60) \_\_\_\_\_ Westvale "B" (60x43) \_\_\_\_\_ Westvale MP #1 \_\_\_\_\_ Westvale MP #2

\_\_\_\_\_ Westvale Baseball (60x46) \_\_\_\_\_ Westvale Softball (60x43) \_\_\_\_\_ Train Station

\_\_\_\_\_ Westvale Picnic [Westwood Residents only]

Date(s) to be used: \_\_\_\_\_

Times from: \_\_\_\_\_ To: \_\_\_\_\_

Name of another adult who will be in attendance and is willing to assume responsibility:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**I have read and agree to all of the requirements as stated in the Policies and Procedures for Use of a Borough Park on the reverse side of this application. I understand that as the person signing this form, I am jointly responsible with the organization for the clean up and any damages to the facility.**

**\*If using Veteran's Park, I understand that stakes or any other device is not permitted to be used to secure a tent or any piece of equipment.**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

For office use only:

\_\_\_\_\_ Cert of Insurance Rec'd \_\_\_\_\_ Hold Harmless & D.L. Rec'd

\$ \_\_\_\_\_ Usage Fee \_\_\_\_\_ Fee Rec'd

\_\_\_\_\_ Alcohol Permit Approved \_\_\_\_\_ Security Dep. Rec'd

\_\_\_\_\_ Sec Deposit Returned

Application Approved By: \_\_\_\_\_

Dated: \_\_\_\_\_

Recreation Director

PERMIT # 19-

## Polices and Procedures for use of Borough Parks:

- Certificate of Insurance required, naming the Borough of Westwood as additional insured and listing the Borough of Westwood, 101 Washington Ave, Westwood N.J as the Certificate Holder. The policy must have the following limits: \$1,000,000.00 for General Liability and \$1,000,000.00 for Each Occurrence.
- Applicant is required to complete Hold Harmless Agreement and provide a copy of their driver's license.
- Fees for use of Borough Parks: (payable to Borough of Westwood)
- A Resident Organization (team) must consist of at least 75% Westwood residents. Team rosters are required.

### Resident organization

Veterans Park Usage Fee - TBD by Director  
Veterans Park clean up deposit - \$250  
Ball Field -Youth - no charge  
Ball Field –Youth w/ lights - no charge  
Ball Field – Adult -\$50.00 per 2 hours  
Ball Field – Adult -\$65.00 per 3 hours  
Small Ball Field– Adult w/ lights- \$70.00 per 2 hrs  
60x90 Field – Adult w/ lights - \$100.00 per 2 hrs  
60x90 Field – Adult w/ lights - \$125.00 per 3 hrs  
Multi Purpose Field – Adult - \$75.00 per 2 hrs  
MP Field – Adult w/ lights - \$125.00 per 2 hrs  
Park Permit-Company up to 50 people – \$25.00  
Park Permit 50 or more –TBD by Director  
Westvale Park Picnic Permit up to 50 people \$25.  
Westvale Park Picnic Permit (over 50) TBD  
Park Clean up deposit - \$100.00  
Private Organization Camp Fee \$ 25.00 per participant

### Non-Resident organization

Veterans Park Usage Fee - TBD by Director  
Veterans Park clean up deposit - \$250  
Ball Field - Youth: \$70.00 per 2 hours  
Ball Field – Youth w/ lights: \$90.00 per 2 hours  
Ball Field – Adult: \$70.00 per 2 hours  
Ball Field – Adult: \$85.00 per 3 hours  
Ball Field – Adult w/ lights: \$90.00 per 2 hours  
60x90 Field – Adult w/ lights: \$125.00 per 2 hours  
60x90 Field – Adult w/ lights: \$175.00 per 3 hours  
Multi Purpose Field – Adult - \$100.00 per 2 hrs  
MP Field – Adult w/ lights - \$150.00 per 2 hrs  
Park Permit up to 50 people – \$25.00  
Park Permit 50 or more –TBD by Director  
Westvale Park Picnic Permit up to 50 people \$50.00  
Westvale Park Picnic Permit (over 50) TBD  
Park Clean up deposit - \$100.00

- Permits are subject to cancellation if the approved event is pre-empted by a Borough / Recreation Department event.
- Applicant is responsible to maintain field conditions to the best of their ability. Removal of water from any playing area is not permitted. Applicant will be held financially responsible for any damages done to any equipment or to any park facility.
- Applicant is responsible for the clean up of all players' bench areas at the conclusion of a game. All bottles and cans must be placed in recycling containers.
- Alcoholic beverages are not permitted at a Borough park unless approved by the Governing Body. If desired, a separate application for Alcoholic Beverage Consumption must be filled out.
- Smoking is not permitted at any Borough park facility.
- In case of inclement weather or poor field conditions, the Recreation Department reserves the right to suspend any activity on any park facility.
- Applicant is responsible for the conduct of its team/organization as well as the spectators.
- Applicant must have an approved copy of a Permit in their possession during usage of the fields.
- Any request for Veterans Park must have the approval of the Governing Body.
- The Recreation Director reserves the right to void / suspend use by any organization that does not comply with these requirements.

**BOROUGH OF WESTWOOD**  
**HOLD HARMLESS AGREEMENT**

BETWEEN THE BOROUGH OF WESTWOOD AND \_\_\_\_\_  
(Organization or Group)

WITNESSETH: 1. In consideration of permission to use the Borough of Westwood facility described below on (give all dates) \_\_\_\_\_

\_\_\_\_\_ in the year 20\_\_ and/or 20\_\_\_. The applicant does hereby covenant and agree to save and hold the Borough of Westwood, its agents, servants, and employees harmless from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons.

2. Applicant has furnished the Certificate of Insurance naming the Borough of Westwood as an additional insured. This document to be as an additional inducement to the permission for use of premises. A true copy to be attached to the application. Fax copies not acceptable. Subject to review by Borough Administrator.

3. The facility will be used for the following purpose and no other:

4. Number of persons expected to attend

5. Alcoholic beverages will \_\_\_\_ / will not \_\_\_\_ be served at the event.

6. The applicant is a: \_\_\_\_\_ Non-profit corporation  
\_\_\_\_\_ Non-profit association  
\_\_\_\_\_ A For-Profit organization  
\_\_\_\_\_ An individual

If applicant is an association or corporation the undersigned certifies that the executing of the Hold Harmless Agreement has been duly authorized.

7. The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described and the permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, this Hold Harmless Agreement shall be applicable to any claim asserted against the Municipality or any loss incurred arising out of the applicant's activity whether or not same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

8. The applicant specifically agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of Westwood for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it for any person or organization acting on its behalf.

9. The undersigned is authorized to execute this Hold Harmless Agreement as the binding act of the applicant.

10. A copy of applicants Drivers License is required.

**APPLICANT PORTION BELOW:**

SIGNED \_\_\_\_\_

POSITION \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_