

MONTGOMERY TOWNSHIP RECREATION DEPARTMENT
356 Skillman Road, Skillman NJ 08558 609-466-3023

FACILITY REQUEST FORM

(Please Print Firmly or Type)

Name of Person in Charge: _____ City: _____ Zip: _____
Address: _____
Telephone: Day () _____ Mobile () _____
Organization Name: _____ Group Size: _____
Email: _____ Purpose: _____
Date(s): _____ Time(s): _____
Date(s): _____ Time(s): _____

FACILITY REQUESTED -Please Check

MONTGOMERY VETERANS PARK () PICNIC/PAVILION AREA
SOFTBALL: () #1-UPPER () #2-MIDDLE () #3-LOWER
SOCCER: () #1-UPPER () #2-LOWER
BASKETBALL: () COURT #1 () COURT #2
() LIGHTS () WITHOUT LIGHTS
ARBORETUM PARK CIRCLE: SOCCER LACROSSE FIELD(S): () #1 () #2
LUBAS FIELD () LIGHTS () WITHOUT LIGHTS
BROADWAY () FIELD #1 () FIELD #2
MONTGOMERY M.S. () RECREATION FIELD
TENNIS COURTS: () #1 () #2 () #3 () #4 () #5 () #6 () #7 () #8 () #9 () #10
MILLPOND SOCCER FIELDS () #1 () #2 () #3 () #4 () #5 () #6 () #7
WOODSEDGE PARK () PICNIC AREA () VOLLEYBALL COURT
BASKETBALL: () COURT #1 () COURT #2
TENNIS COURTS: () COURT #1 () COURT #2
VAN HORNE PARK () PICNIC PAVILION AREA
SOFTBALL: () #1-NEAR () #2-FAR
MULTIPURPOSE: () #1-NEAR () #2 FAR
BASKETBALL: () COURT #1 () COURT #2
HOBLER PARK ()
COMMUNITY CENTER () CONFERENCE ROOM () DANCE STUDIO () GYMNASIUM
() MEETING ROOM () PROGRAM ROOM
SENIOR CENTER () MAIN ROOM () LIBRARY
OTHER AREAS AND/OR FACILITY _____

WILL FOOD/BEVERAGES BE SERVED/SOLD? _____ WILL AN ADMISSION/ENTRY FEE BE CHARGED? _____ (organization/individual)

If this application is approved, the _____ will assume responsibility for any damage thereto or loss of property that may occur, and for the due observance of all rules and regulations of the Township governing use of such areas and/or facilities. I agree to provide insurance and proof thereof in accordance with the Township's requirements. I further agree to leave all areas and facilities in a clean and safe manner. I have been provided with and understand the appropriate ordinance/policy regarding my use of the facilities/areas requested. I further understand that I may incur charges through my use of the facilities/areas requested. I understand that approval of this application will be withheld until proof of other authorized permits associated with this use, as deemed appropriate by the Township, are presented to the Recreation Department, and I assume all responsibility in securing such permits.

NO ALCOHOLIC BEVERAGES ARE PERMITTED

Signature _____ Date _____
APPROVED _____ DATE _____
Recreation Director
Insurance Received _____ Facility Aide Required YES/NO
Insurance Form Faxed to Our Carrier _____

CHARGES LIGHTED BALLFIELD GAMES TOTAL @ \$55.00 PER GAME TOTAL \$ _____
LIGHTED BASKETBALL COURT GAMES TOTAL @ \$25.00 PER GAME TOTAL \$ _____
CONSESSION STAND DATES @ \$100.00 TOTAL \$ _____
RECREATION AREA TOTAL \$ _____
PERSONNEL _____

COMMENTS _____
DENIED: _____ DATE: _____ REASON: _____

Copy sent to Parks and Police _____ Date _____ Initial _____

**Parks & Recreational Areas/ Otto Kaufman Community Center
Montgomery Township
Hold Harmless Agreement**

In consideration of the Township of Montgomery permitting me to use the _____, or a portion thereof, on _____ [venue] _____ [date(s)]

I agree as follows:

1. *For use of a park or recreational area:* I will become familiar with and abide by the provisions of Chapter 9 of the Code of the Township of Montgomery (hereinafter "the Code") regarding parks and recreational areas, will cause any guests or attendees of the function for which I am using the park/ recreational area to become familiar with the provisions of Chapter 9 of the Code, and will ensure that all guests or attendees of the function I am conducting at the park/ recreational area abide by the provisions of Chapter 9 of the Code.
2. *For use of the Otto Kaufman Community Center:* I will become familiar with and abide by the Otto Kaufman Community Center Usage Policy attached to this Hold Harmless Agreement, will cause any guests or attendees of the function for which I am using the Otto Kaufman Community Center to become familiar with the policy, and will ensure that all guests and attendees of the function I am conducting at the Otto Kaufman Community Center abide by the policy.
3. In the event of any damage or injury to any person or property arising out of my use of the park/ recreational area or the Otto Kaufman Community Center, I agree:
 - (a) In the case of damage to the park/ recreational area, the Otto Kaufman Community Center, or any property, furnishings or equipment in or on the park/ recreational area or the Otto Kaufman Community Center, I will

reimburse the Township for any and all costs incurred by the Township to repair the damage or otherwise correct the condition, or replace any property, furnishings or equipment that cannot reasonably be repaired within fourteen (14) days of presentation of a statement by the Township for the costs of the repairs, correction, or replacement;

(b) In the case of damage or injury to any person(s), or to property owned by third parties, I will hold the Township harmless for any and all costs and damages it incurs as a result of the damage or injury, and defend the Township against any and all claims, actions or suits of any kind asserted against the Township as a result of my use of the facility.

4. I have read this Hold Harmless Agreement and Chapter 9 of the Code/ the Otto Kaufman Community Usage Policy, whichever is applicable, understand them and sign this Agreement voluntarily.

5. I will produce a form of valid, photo-identification at the time I execute this Agreement, which will be photocopied and attached hereto.

[signature on this line]

[print name on this line]

[date]