

**Borough of New Milford**  
Recreation Department

**Borough of New Milford Recreation Department Field Use Application**

This application must be completed and submitted to the Recreation Department before you are authorized to utilize any Recreation Facility in the Borough of New Milford. Please return the completed application and Hold Harmless Agreement (attached) to:

**Borough of New Milford**  
**Attn: Recreation Director**  
**930 River Rd**  
**New Milford, NJ 07646**

All persons or organizations requesting use of fields or facilities must furnish the following applicable information. A letter or email will be sent indicating approval or disapproval after review by appropriate parties. Requests should be submitted 30 days prior to use.

**Name of Resident/Organization:** \_\_\_\_\_

**Address of Resident/Organization:**

(Street) \_\_\_\_\_

(Town/City) \_\_\_\_\_ (State) \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Person(s) Responsible:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

It is understood that, at any time, the New Milford Recreation Department reserves the right to cancel any or all reservations or use of any portion of the facility if it is deemed necessary. It is further understood that rules and regulations set by the Borough of New Milford regarding use of the facility are to be strictly obeyed subject to forfeiture of use of the facility.

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**FIELD OR FACILITIES TO BE USED**

Borough Field/Park: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Approximate - Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_

Each application shall also be accompanied by a schedule of the proposed dates, times of day, and an estimate of the number of vehicles and persons participating.

**Organizations must indicate the percentage of Borough residents in your organization.**

Number of Participants: \_\_\_\_\_

Percentage of Borough Residents: \_\_\_\_\_%

Age/Age Range of Participants: \_\_\_\_\_

A permit fee of fifty (\$50.00) dollars will be charged for all activities that do not substantially benefit the Borough of New Milford or its residents. This permit fee is for permit processing and is the same for both single and multiple use licenses. Checks are to be made out to the Borough of New Milford for the application fee with a copy of your CERTIFICATE OF INSURANCE. If you fail to include a Certificate of Insurance, your application may automatically be denied and returned to you.

**New Milford Recreation Department - Office Use Only**

Approved by: \_\_\_\_\_

Date(s) of Permit \_\_\_\_\_

Time(s) \_\_\_\_\_

Insurance Certificate Received: Yes No N/A

Fee Assessed \_\_\_\_\_

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**Hold Harmless Agreement**

This agreement is between the Borough of New Milford and the applicant as stated in the Borough of New Milford Recreation Department Field Use Application.

WITNESSETH:

1. In consideration of permission to use the Borough of New Milford Recreation Facility on the dates, times and locations as approved in the preceding application, the applicant does hereby covenant and agree to save and hold harmless the Borough of New Milford, its agents, servants, employees, elected officials, volunteers and appointees from any and all liabilities or costs arising out of the use of the recreation facility by the applicant, the applicant's invitees, or other persons.

2. The applicant has furnished a Certificate of Insurance, naming the Borough of New Milford as additionally insured, described below as an additional inducement to the permission for use of the park, a true copy of which is annexed hereto.

Name of Insurance Carrier: \_\_\_\_\_

Certificate #: \_\_\_\_\_ Minimum  
limits of liability: \$2,000,000 combined single limit of a commercial general liability

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

\_\_\_\_\_

4. The applicant is:

- Non-profit corporation
- Non-profit association
- An individual
- A for-profit organization

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

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5. The applicant acknowledges that the permission to utilize the park is limited to the portion of the recreation facility herein described (if applicable) and is valid only for the activity herein described. Notwithstanding the foregoing, however, the Hold Harmless Agreement shall be applicable to any Claim asserted against the Borough of New Milford or any loss incurred arising out of the applicant's activity, whether or not the same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

6. The applicant specifically agrees that this indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of New Milford for any suit arising out of the applicant's use of the recreation facility, 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 of New Milford for any costs incurred by it for any person or organization acting on its behalf.

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

Signature: \_\_\_\_\_ Print

Name: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

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Rules and regulations governing the use of parks and play-grounds in the Borough shall be as follows:

- No person shall cut, injure, deface, remove or disturb any tree, shrub, building, fence, bench or other structure, apparatus or property, or pick, cut, or remove any shrub, bush, or flower; or mark or write upon any building, fence, bench or other structure; or throw empty cans, bottles or other refuse or debris; or create a dangerous or hazardous condition.
- No person shall make or kindle an open fire except in a grill.
- No animals shall be led in parks unless leashed, or be permitted to run at large.
- No person, unless authorized by law, shall carry fire-arms of any description or any other weapons set forth in N.J.S.A. 2C:39-4, or throw stones or other missiles.
- No person shall sell, offer or solicit for sale any goods or merchandise without permission from the Recreation Department.
- No person shall consume, use, carry or bring any alcoholic beverage in any form in or upon any park without a permit.
- No person may use or remain in a public park between the hours of sunset and sunrise, except where posted. Borough parks located at Kennedy Memorial Park are to be closed to the public at 11:00 p.m. from April 15 to August 15; and from August 16 to April 14, the park is to be closed at 10:00 p.m., except where otherwise authorized by the Recreation Department.
- No person without authorization of the Recreation Department shall distribute any circulars, cards or written matter or post, paste, or affix any placard, notice or sign within the parks.
  - No entertainment or exhibition shall be given in any park except under the direction or by permission of the Recreation Department.
- It shall be unlawful for any person to enter upon any portion of parks and recreation facilities or grounds, in disregard of signs, or posted notices forbidding the same.
- Playing baseball, football or other sports is prohibited except in areas expressly set aside for these activities.
- Smoking upon any public parks and recreation facilities or grounds is prohibited.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation with the above. The Borough of New Milford  
Recreation Department

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