



Park/Field Reservation Request

Today's Date: _____

Organization: _____

Phone: Home: _____

Contact Name: _____

Work: _____

Street Address: _____

Cell: _____

City & Zip Code: _____

Field Location: Arbolino ____ DiRenzo ____ Indians ____

Description of proposed use: _____

Dates Requested: _____

Hold Harmless Agreement for Borough of Netcong

"I/we, me/my shall mean representative of the requesting organization or individual

"You/your" shall mean the municipal corporation known as the Borough of Netcong, it's agents, servants, employees, or contractors.

In accepting this permit the applicants (for itself, its members, and invitees) accepts and assumes the risk of all conditions existing in the area covered by this permit and the approaches thereto and agrees to hold harmless the Borough of Netcong, it's Officials, Agents, and its employees from any and all, liability, injury, damage, and loss to all persons and property arising out of or resulting from any use of our presence within the areas covered by this permit, and also agrees to waive and relinquish all claims and causes of action of every kind; and agrees to indemnify the Borough of Netcong, or any of the officials, agents, employees, or otherwise. We further agree to reimburse the Borough of Netcong for any and all expenses, attorney fees or other costs incurred in the enforcement of this waiver and indemnification.

I agree that where the municipal official signing this Hold Harmless on your behalf has determined I should provide to you a "Certificate of Insurance" and proof of "Special Events Insurance" naming Netcong as Additional Insured, that I shall provide same to that municipal officer as soon as practicable and not less than two (2) business days before the date of the planned activity.

On behalf of this group, we understand all the procedures, policies, and rules associated with this request and accept the legal and financial responsibilities involved in the use of Borough of Netcong facilities.

I agree that the activity will not include the consumption of alcoholic beverages.

By signing this waiver, I acknowledge that sports involve risk of injury and I accept responsibility of such risk and I release, waive, discharge and agree not to sue the Borough of Netcong, your agents, servants, employees, or contractors.

Print Name

Signature – Authorized Representative

Date

Print Name

Signature -Authorized Netcong Recreation

Date

Park/Field Use Guidelines

Revised – 02/27/23

Borough of Netcong

Rules Governing Use of Park/Field Facilities

Arbolino Park, DiRenzo Park, Indians Field

1. A *“Field Reservation Request”* application must be submitted a minimum of 1 week in advance of the date facilities are required. If approved, a “Field Permit” will be issued to the applicant, signed by a Netcong Borough Recreation Point Person. At the present time that will be:
John Bauer
[email recreation@netcong.org](mailto:recreation@netcong.org)
2. All paperwork must go through the Netcong Borough Recreation “Point Person.” who will handle all requests on a first come, first served basis for a given year.
 - A. Applicants can receive *“Field Reservation Request”* application forms through an email request to the Recreation Point person at [email recreation@netcong.org](mailto:recreation@netcong.org)
 - B. Forms will also be provided at the main desk in the Town Hall Office.
 - C. Field Reservation Request Forms can also be obtained from the Town web site.
3. Prior to the use of the park/field the applicant must provide a *“Certificate of Insurance”* naming the Borough of Netcong as Additional Certificate Holder with a minimum coverage of one million dollars (\$1 million) per occurrence. A sample copy will be provided with the *Field Reservation Request* sheets.
4. It is understood that the parties listed on the application will relinquish their rights to the use of the facilities if or when deemed necessary by any Borough official.
5. Alcoholic beverages, smoking and illegal substances are NOT permitted on any park/field premises.

6. **PARK/FIELD CLOSINGS** --- There may be instances when the Borough Recreation Commission may find it necessary to “close” a park or field on the day of a scheduled event because of inclement weather conditions that have occurred before or on the day of the scheduled event. In the event a park or field is “closed” the day of a scheduled event the following will apply:
 - A. The Borough Recreation Point Person (John Bauer or another empowered member of the Borough Recreation Commission) will PHONE CALL AND/OR EMAIL the person who is in charge of applying for the “permit” to use the park/field for that event. This PHONE CALL AND/OR EMAIL will be made as early as possible during the day to give the applicant a status report, if there is any question about the park/field being closed that day.
 - B. The decision on “closing” a park/field will be made as early as possible to give adequate time for the applicant to inform all participants of the park/field closure. **It will, however, be the responsibility of the applicant who requested the permit, to inform all attendees of the field closure for that day. All “contact persons” have the responsibility of signing up for the “Rave Alert” system utilized by the Borough. To do so go to www.netcong.org/ravealert and follow instructions to create a user name and add a password and select notification preferences. The DPW Supervisor will advise the Recreation Point Person and then work with staff at Boro Hall to send a “Rave Alert” Notification when a park/field will be closed.** However, it is important for applicants to understand that you must be prepared to inform your people that your event will not be held that day/evening.
 - C. If a park/field is closed for the day/night a “closed” sign will be **POSTED**. If the field/park has a posted “closed” sign on it, that field/park may not be used. Signage may not be removed by any users.
7. The Borough assumes no responsibility for damage to or loss of any property of the user or others brought to any facility prior to, during or after the assigned use.

8. User is responsible for any damages by user or guests.
9. No motor vehicles may be driven or parked on grass areas. All driveways leading to facilities must be kept clear at all times.
10. Anyone using a park/field must leave it in proper condition. All trash, water bottles, soda containers, papers, boxes, etc., must be disposed of properly or removed from the park/field at the end of use.
11. Fields will remain closed at the discretion of the Borough Recreation Commission from approximately November 15 thru April 1.
12. Violations of any of the above may result in the cancellation of the Permit and/or denial of future requests, and fines as established by Borough ordinance.
13. Parks/Fields are being provided on an "As Is" basis. The Borough will cut the grass on each park/field, but will not provide any lining of fields or orders for porta johns at Indian Field. Orders for Indian Field Porta johns are the responsibility of the applicant as is the cost of said items.
14. **INDIANS FIELD KEYS --- WATERLESS REFRESHMENT STAND**
One representative for the group that has applied and received a **"permit"** to use the facility should come to Borough Hall during regular business hours and "sign" for a key to the refreshment stand. There is a \$50 Deposit for this key. The key must be returned upon conclusion of the "permit" date, **to get the deposit back.**

ARBOLINO FIELD LIGHTS

One representative for the group that has applied and received a **"permit"** to use the facility should come to Borough Hall during regular business hours and "sign" for the keys to the park lights. There is a \$50. Deposit for these keys. The keys must be returned at the conclusion of the "permit" date, to get the deposit back. The applicant must pay for the electric usage.

DIRENZO PARKS --- LIGHTS AND RESTROOMS

The restrooms are opened and closed by the Police Department during the season unless there is a Recreation function. The Recreation Liasion will open and close during their event. One representative for the group that has applied and received a **“permit”** to use the facility should come to Borough Hall during regular business hours and “sign” for the keys to the park lights. There is a \$50. Deposit for these keys. The keys must be returned at the conclusion of the “permit” date, to get the deposit back. The applicant must pay for the electric usage.

15. **APPLICANTS’ PARK/FIELD IMPROVEMENTS** --- If you are seeking field or park improvements beyond what is provided. **STOP! You must first contact the Borough Recreation Commission “Point Person” by phone and email all details of your proposed improvements. Once you have received written permission you may then initiate the specifics of your improvement plans.**

16. **INDIANS FIELD REFRESHMENT STAND** - Anyone wishing to use the Indians Field Refreshment Stand must go to the Netcong Boro Hall to obtain a key. **If food will be served, the stand must have a Food handlers permit.** The organization contact person must go to the Roxbury Township Municipal Building/Boro Hall and obtain the paperwork for the permit, complete it, and return it to the Roxbury Boro Hall. The contact person will obtain an inspection date and meet the “inspector” at Indians Field. Once approved, the Permit must be hung in the stand for the season. Any cost incurred will be the responsibility of the organization requesting use of the stand. The Refreshment Stand must be completely cleaned prior to turning in the key to the Netcong Boro Hall. If the Stand is not in good order at the end of the season, the organization will no longer be allowed access to the stand.



Borough Of Netcong Park/Field Permit

Today's Date: _____

Contact Information

Name: _____

Phone Number: _____

Address: _____

Organization: _____

Use Request

Facility desired: _____

Date(s) needed: _____

Time of day: _____

NOTE: CLEANUP IS RESPONSIBILITY OF THE USER

Approved: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/18

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Agency 123 Anystreet Netcong, NJ 07857	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE INSURER A: ABC Insurance Company NAIC # 12345	
INSURED Lenape Valley Junior Patriots Football & Cheerleading Program PO Box 000 Netcong, NJ 07857	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Ind Participants GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			1234-56789	/1/2018	10/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as additional insured with respect to the named insured's activities for which a premium has been paid.

CERTIFICATE HOLDER Borough of Netcong Maple Avenue Netcong, NJ 07857	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE (Must have signature of Insurance Agent)

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