



Borough of Lincoln Park

Parks & Recreation

Mailing Address: 34 Chapel Hill Road
Lincoln Park, NJ 07035
Phone: (973) 694-6100 ext #2206
e-mail: janetc@bolp.org

PAL / Community Center Building:
10 Boonton Tpke. / Rt 202
Lincoln Park, NJ 07035
FAX: (973) 694-7096

January 2011

RE: Use of Community Center / PAL Building

Kindly complete Reservation Form and return to the Recreation Office via mail or fax 973-694-7096 as soon as possible. Please be sure to submit the following:

1. Reservation Request Form, indicating all dates, days and times and the facilities you are requesting the use of,
2. Hold Harmless Form,
3. A current Certificate of Insurance, (sample is attached), listing the Borough of Lincoln Park as the additional insured with the following language in the Description area:

"Borough of Lincoln Park as additional insured as their interest may appear."

A copy of your reservation form will be returned to you confirming the dates in your request as well as indicating any dates that are unavailable; no request is valid without the approval and signature of the Recreation Superintendent. Please do not hesitate to contact me with any questions or concerns regarding reserving or use of the room. I can be reached at 973-694-6100 ext #2206 by e-mail at janetc@bolp.org.

Once the request has been approved, your group is added to the calendar which is available for viewing at www.lincolnpark.org. Please be sure to review the calendars to ensure that your group has been correctly scheduled. If you need to cancel a meeting/event, PLEASE advise the Recreation Office so that the facility may be re-scheduled for another group or event!

As always, I thank you for your continued cooperation.

Very truly yours,

Janet Cassidy

Janet Cassidy

Superintendent of Parks and Recreation

Please note that this information along with the attached information is available on-line at www.lincolnpark.org on the "on-line forms" page.

Borough of Lincoln Park - Parks & Recreation Facility-Use Reservation Request

Today's Date: _____

Name of Organization or Dept: _____

Facility Needed for: _____

Responsible Individual(s): _____ E-Mail: _____

Address _____

Phone Number _____

Facility	Months & Dates	Days & Times
___ Meeting Rm	Jan _____	Mon _____ to _____
___ Kitchen	Feb _____	
___ Gym	March _____	Tues _____ to _____
___ Municipal Complex	April _____	
___ Ball Field #1 (food stand)	May _____	Wed _____ to _____
___ Ball Field #2 (tennis courts)	June _____	
___ Soccer Field / Football Field	July _____	Thurs _____ to _____
___ Lynn Park Ball Field	Aug _____	
___ John Street Ball Field	Sept _____	Fri _____ to _____
___ Lanes Ball Field #1	Oct _____	
___ Lanes Ball Field #2	Nov _____	Sat _____ to _____
___ Lanes Ball Field #3	Dec _____	
___ Lanes Soccer Field #1		Sun _____ to _____
___ Lanes Soccer Field #2		
___ Lake		

signature of applicant

I have read the Rules and Regulations of the department and hereby agree to abide by and to enforce them. I further agree to be responsible for any damages arising from the use of these facilities.

ALCOHOLIC BEVERAGES ARE NOT ALLOWED.

FOR OFFICE USE ONLY

Date Application Received: _____

Signature of Recreation Superintendent for Approval: _____

Date Approval Given: _____

Copy Given to Applicant: _____ Yes _____ No

All applications for the use of the PAL/COMMUNITY CENTER MEETING ROOM should be made to the Recreation Superintendent at least 30 days prior to the date(s) requested on the attached form, and are subject to review under the conditions and limitations included below. Applications cannot be accepted over the telephone.

Priority of Groups for Scheduling Purposes:

1. Borough Sponsored Programs: including Mayor, Council and staff directed ceremonies, regional meetings, health clinics, educational, and recreational programs.
2. Borough Service/Non-Profit Organizations: include P.A.L., civic and political organizations
3. Other Organizations: any private organization, event with general admission, group or organization not covered above.

Instructions for Applications:

1. Presidents/Chairpeople/Leaders shall complete a facility request form and must submit said form to the Superintendent for signature and approval.
2. Original copy must be filed with the Superintendent. The approved, signed copy will be returned to the applicant. **Request is Invalid without a signature of the Recreation Superintendent.**
3. Hold Harmless Agreement will be completed and submitted with Request Form
4. Certificate of Insurance will be submitted before Request Form will be approved.

Fees & Requirements:

1. Priorities 1 and 2 above will not be charged.
2. An annual fee, (set by adoption of a yearly resolution), will be charged for all other activities and organizations. The applicant shall be responsible for the full cost of repair or replacement of damage to facilities, fixtures or furniture. Payment of the annual fee will be due at the time the application is approved and must be in at least 24 hours before the scheduled use.
3. Insurance Certificates with the minimum \$300,000 should be submitted for approval with the payment for all fee-paying organizations.
4. The applicant is responsible for the total care of the facilities while in their use.
5. Supplies or equipment shall not be used without the consent of the Superintendent of Parks and Recreation.
6. The Borough reserves the right to delete, amend, or alter these policies as deemed necessary.
7. All lake functions, regardless of nature, must be terminated by 11:00pm, except by special permission, whereby a one-hour extension may be granted.
8. It must be expressly noted that in the event of an emergency, the Governmental Agency of the Borough of Lincoln Park shall have first priority.
9. Acceptance of all of the above without exception is signified by the signature on the Reservation request Form.
10. Should your organization require the removal or set-up of any tables and chairs, you must do so in writing to the Superintendent.
11. NO ALCOHOLIC BEVERAGES ARE PERMITTED IN, ON OR AROUND A BOROUGH OWNED FACILITY WITHOUT A SPECIAL PERMIT, WHICH MAY OBTAINED THROUGH THE CLERK'S OFFICE.
12. All organizations utilizing borough facilities are REQUIRED to clean-up after their meetings. Please remember to clean off the tables, sweep the floor, remove garbage to dumpster in rear-parking lot and shut off the lights.

BOROUGH OF LINCOLN PARK
HOLD HARMLESS

ORGANIZATIONS

1. DEFINITIONS:

"I/we/me/my" shall mean:

Individual:

Name: _____

Address: _____

Phone No.: _____ Work No.: _____

Organization:

Person Responsible: _____

Organization Title: _____

Organization Address: _____

Organization Phone: _____

"You/Yours" shall mean the municipal corporation known as the BOROUGH of LINCOLN PARK its agents, servants, employees or contractors.

2. GENERAL INFORMATION

Date Facility Needed: _____

Facility Requested: _____

Hours Facility is Needed: _____ am/pm to _____ am/pm

Activity to be held (describe in detail): _____

3. I sign this HOLD-HARMLESS as my voluntary act and by this act agree to hold YOU harmless and indemnify YOU from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of:

Page 2
Hold Harmless
Organizations

- a. YOU; (applicable only if the user of this site is a Corporation)
 - b. Any quest, invites, licenses, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described on page 1) on the dated listed on page 1.
4. I state that the activity listed on page 1 will NOT include the consumption of alcoholic beverages, but should any person described in Paragraph 3(b) above consume alcohol or permit others to consume alcohol then I agree to be bound by the terms of Paragraph 5 below.
 5. I state that the activity listed above will include the consumption of alcoholic beverages, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described above including but not limited to those persons described in Paragraph 3(b).
 - a. That I am solely responsible for the dispensing and consumption of alcohol, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described above including but not limited to those persons described in Paragraph 3(b).
 - b. To acknowledge by signing of this Hold Harmless that YOU have no authority, control, or participation in the dispensing or consumption of alcohol on the site and date listed above and that I will take no step, action or measure to convey the idea that YOU in any way have promoted, assisted or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above.
 - c. That I will not allow persons under the age of 21 to dispense or consume alcoholic beverages at the site during the activity to be held on YOUR property.
 - d. To comply with all Municipal Ordinances in relation to the consumption of alcoholic beverages, including, but not limited to obtaining any necessary permits.
 6. I also agree that where the Municipal Officer signing this Hold Harmless on YOUR behalf feels that I should provide to YOU a Certificate of Insurance and proof of existing "Special Events Insurance" 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. The appropriate Municipal Official will check below if this paragraph is applicable to the activity listed on page 1.

_____ Applicable

_____ Not Applicable

7. (Applicable to Corporations Only)

I also agree that I am obligated to reimburse YOU for all reasonable Attorney's fees incurred by YOU to enforce the terms of this Hold Harmless or to defend YOURSELF against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by ME or MY sole cost and expense pursuant to this Hold Harmless.

8. LEGAL SIGNATURE

a. Individual: _____

On behalf of: _____

(Organization)

(Corporation)

(Title)

b. Municipality: BOROUGH OF LINCOLN PARK

CORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
02/09/2001

NUMBER (973)334-7100 FAX (973)334-0980

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners & Contracto GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		02/25/2000	02/25/2001	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$50,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	SAMPLE			COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	APPROVED			AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000
OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Re: Lincoln Park, NJ
Borough of Lincoln Park As Additional Insured As Their Interest May Appear.

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

Borough of Lincoln Park
34 Chapel Hill Road
Lincoln Park, NJ 07035

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND, UPON THE COMPANY OR ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
By: *[Signature]*