

Requested dates will not be reserved until all applicable fees and requested forms are received and deemed complete. Forms must be submitted at least thirty (30) days prior to the program date. Telephone requests will not be accepted. Submission of the application and/or the receipt of fees shall not be deemed as a grant of the use of the Borough facilities requested. Fees shall be submitted as: cash, money order or certified check - payable to Borough of Lincoln Park.

The Borough of Lincoln Park reserves the right to reject any and all applications and impose any additional restrictions and rules in any case. **The Borough also reserves the right to cancel any event if it conflicts with any Borough or Recreation Program.**

Fees

Group A-1 Borough of Lincoln Park:

LP Emergency Services, Mayor and Council, Recreation or Education Services sponsored by Recreation Dept.
No Charge

Group A-2 Borough of Lincoln Park Affiliated:

LP PAL Youth Programs and/or LP organizations providing recreational or educational services or groups formed for charitable, civic, educational or social purposes, (Boy/Girl Scouts or other non-profit recognized youth organizations).
No Charge

Group B-1 Adult Non-Profit:

All other not-for-profit groups/organizations providing recreational or educational services. Scheduling preference is given to LP based groups and any group associated with the LP School District. A non-resident fee will be assessed when less than 70% of the participants are Lincoln Park residents.

Call for fees, 973-694-6100 X 2044

Group C-1 For Profit:

All other for profit organizations and users not related to the Borough.

Call for fees, 973-696-6100 x 2044

REQUIRED FACILITY USE INSURANCE

The party requesting use of the subject facility shall be required to obtain a certificate of insurance naming the Borough of Lincoln Park as an additional insured and as the certificate holder. Requested dates are not confirmed until the fees, completed application form, and the required insurance indicated herein has been received by the Recreation Director at least thirty (30) days before the program date. **Failure to deliver required Certificate of Insurance will result in automatic cancellation of reservation.**

Minimum limits required: (worker's compensation and/or automobile liability may be waived depending on event).

1. **Commercial General Liability Insurance**
\$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)
\$2,000,000 General Aggregate per Project
2. **Business or Commercial Automobile Liability Insurance**
\$1,000,000 combined single limit per accident
3. **Workers' Compensation and Employers' Liability Insurance**
\$100,000 Each Accident
\$100,000 Each Employee for Injury by Disease
\$500,000 Aggregate for Injury by Disease
4. **Additional Insured language for the Certificate of Insurance: This language must be included in the Description of Operations on the Certificate of Insurance provided to the Borough:**
 - "The Borough of Lincoln Park along with their respective officers, agents and employees, shall be named as additional insured."
 - Location, time and date must also be included

Certificates of Insurance WILL NOT be accepted without the above information included in the Description of Operations