

2018 PARK PERMIT PROCEDURE

Return the signed permit with a check payable to:

Montville Recreation Department

in the amount of \$ _____

(a copy of the fee schedule is listed below for your review).

MONTVILLE TOWNSHIP'S – CERTIFICATE OF INSURANCE

For INDIVIDUAL and/or GROUP use of PUBLIC FACILITIES the Sponsor must provide a certificate of insurance showing limits of \$1,000,000.00 per loss for general liability. **Under Description of Operations the certificate must include the group name, facility or field being used, date(s) of use and the following wording:**

"The township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are named as an additional insured, on a primary and non-contributory basis, for any claims resulting from the use of Montville Township property."

CERTIFICATE HOLDER (box in bottom left corner of certificate should state)

TOWNSHIP OF MONTVILLE

195 CHANGE BRIDGE Road

Montville, NJ 07045

Page 2 of the Hold Harmless section on the application **MUST** be completed and signed by the responsible party and or organization responsible for the rental.

Return address is: Montville Recreation Dept.
195 Change Bridge Road Montville, NJ 07045.

The signed and paid permit will be validated and emailed back to you for your use. You are required to post your permit on the permit clip board at the facility you are using. The permit will discourage the general public from using the facility during your scheduled time. **If you should experience a conflict, please first contact our Park Monitor Ken Sudol first (cell is listed on top page of permit) or the Police Dept. 2nd if it becomes necessary.**

Cancellation: **YOU WILL NOT RECEIVE A REFUND OR CREDIT UNLESS YOU EMAIL A CANCELLATION REQUEST 24 HOURS IN ADVANCE OF YOUR SCHEDULED DATE(S).**

Any questions??

Please call the Recreation Department at: 973-331-3305 OR

Email ldent@montvillenj.org

Lori Dent
Recreation Director
973-331-3334

MONTVILLE TOWNSHIP APPLICATION for USE of PARKS and RECREATION AREAS

Township facilities are drug and alcohol free!

Township Ordinance prohibits consumption of alcoholic beverages on Township property!

2018

Montville Township Parks and Recreation Dept.
195 Change Bridge Road
Montville, NJ 07045

Office phone: (973) 331-3344 Township fax (973) 402-0787 Email: ident@montvillenj.org

Park Monitor: Ken Sudol 973-879-5571 (call Park Monitor if any issues with access to electric box)
POLICE Dept. 973-257-4300 IN CASE OF EMERGENCY

APPLICATION PROCEDURE:

1. Completed application should be submitted at least two weeks (10 working days) prior to scheduled facility use date.
2. Sponsor must provide a certificate of insurance showing limits of \$1,000,000.00 per loss for general liability. This certificate must have the following wording: "The Township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are named as an additional insured, on a primary and non-contributory basis, for any claims resulting from the use of Montville Township property".
3. Sponsor must also sign a "Hold Harmless" agreement which protects the municipality from any liability, which may occur during the time the facility, is being used (on the back of this form).
4. Completed application, insurance certificate and appropriate fee must be submitted to the Montville Township Parks and Recreation Department at the above address prior to use of the facility.

INFORMATION on Group Sponsor:

1. NAME OF APPLICANT OR ORGANIZATION _____
2. TYPE OF ORGANIZATION (ex. Community/School/Municipal/Civic/Individual/Other) _____
3. CONTACT PERSON _____
4. ADDRESS _____
5. CITY/STATE/ZIP _____
6. PRIMARY TELEPHONE _____ CELL # _____
7. EMAIL ADDRESS _____

Park REQUEST options:

1. LOCATION/S DESIRED

___ Community Park 130 Changebridge Road in Montville
 ___ *Pavilion ___ With Electric) ___ Bocce Area ___ Horse shoe Pits ___ Volleyball Court ___ Basketball Courts
 *Playground Area and or Gazebo in playground area cannot be reserved ___ *Amphitheater
 ___ *Camp Dawson Gazebo 80 Jacksonville Road in Towaco Other please specify _____

2. DATE(S) _____ **HOURS OF USE(including set up & clean up) FROM** _____ **TO** _____
 RAIN DATE _____ ****Additional \$50 for facilities w/******

3. PURPOSE OF USE _____

4. NUMBER OF PARTICIPANTS _____

NOTE: REMINDER – IF REQUESTED the electrical outlet box will be unlocked for your use. The box is located on one of the pavilion posts closest to the bocce courts.

Once the permit is validated, the sponsor needs to do the following:

1. Sponsor of this permit **MUST** have it available as proof of authorized facility use. This permit **MUST** be produced on demand by any Township Official (Police Officer, Municipal Employee, etc.) to verify authorized use of a facility. Failure to do this may result in removal of the group from the facility and/or denial of future use of Township facilities.
2. After the scheduled activity please police the area for garbage which should be bagged and placed in or near the appropriate container.
3. Please police area for articles of clothing and/or personal items left behind by the activity participants.
4. Please contact the Recreation Dept. after the activity to report any damage or facility conditions that need attention.
5. **Montville Twp. Endorsed Event – please complete the “Township Endorsed Events Services Request Form A”.**

HOLD HARMLESS AGREEMENT

I sign this Hold-Harmless as my voluntary act and by this act agree to hold the Township of Montville harmless and indemnify the Township of Montville from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of:

a. List group name: _____

Any guest, invitee, licensee, 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 the permit) on the scheduled date.

I state that the activity listed above WILL NOT include the consumption of alcoholic beverages.

“I/we agree to indemnify, defend, and hold harmless the Township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees, from and against any and all liability arising out of the use of Township property, whether such liability is direct or vicarious, resulting in injury, death or property damage to any person or entity. This provision shall be construed as broadly in favor of indemnification as permitted by New Jersey law.”

LEGAL SIGNATURE *

SPONSOR/ADULT USER'S NAME _____

on behalf of _____
(Organization's name)

Active email address (for person requesting this facility) _____

For Official Use Only - (to be signed by Montville Township official)

Authorized by _____ Title: Director Date: _____

CONDITIONS:

This permit will become null and void if the conditions listed on this application are not met and/or are in violation of the rules and regulations as set forth by Montville Township's ordinances and/or Recreation Department's park policy.

OFFICE USE ONLY: FACILITY USE PERMIT for 2018

Must be validated by an authorized signature and imprinted with Montville Township Parks and Recreation Department stamp

Department Stamp
Permit approval
Date: _____

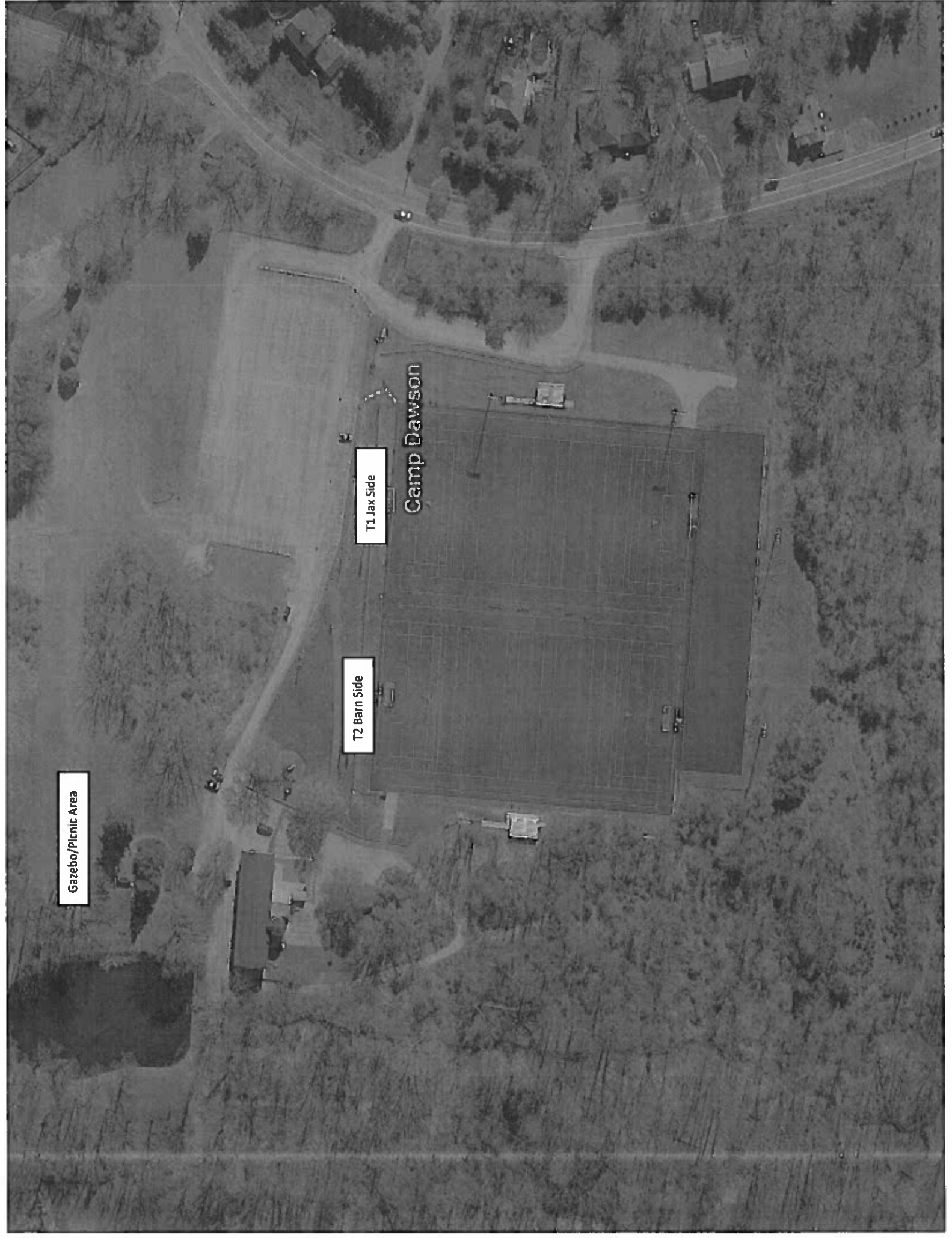


Facility use fee: \$ _____
(payment pending)

Authorized signature _____ Recreation Director Date: _____

**OPEN ACCESS ROAD OR
PARKING AREA.**





Gazebo/Picnic Area

T2 Barn Side

T1 Iax Side

Camp Dawson