

BOROUGH OF SHREWSBURY FACILITIES USE POLICY
(Please read before signing below)

- Any organization or individual(s) using Borough facilities must acknowledge in writing that they will adhere to Borough Policy by completing a Facilities Use Request Form. The Request Form can be obtained at the Borough Clerk's office and upon issuance of a special permit; a copy shall be submitted to the Police Department at least seven (7) days prior to the event for which the special permit was issued.
- A Certificate of Insurance must be provided to the Borough prior to the event.
- Organizations or individual(s) permitted to use borough parks and/or facilities are required to clean and restore the area used. A refundable deposit of \$100 is required to cover the cost of DPW cleanup in the event the user of the park or facility fails to do so. If inspection of the premises used indicates that cleanup requirements have been met, the \$100 deposit will be returned to the person filing the Facilities Use Request form, unless otherwise instructed.
- A Borough sanctioned organization holding an event at or in any Borough facility is not required to leave a deposit, however, they shall notify the Borough Council, Police Department and the Department of Public Works of special events scheduled to be held at or in any Borough facility.
- Possession or use of alcoholic beverages is prohibited in or on all Borough facilities/properties.
- Smoking is prohibited in all parks, active and passive, and within the Municipal Complex. (Chapter 70, Smoking)
- Tossing of rice, bird seed or similar products is prohibited.
- No parking in restricted areas such as the Municipal driveways. Illegal parking is subject to penalty.
- Scheduling of an event in a park shall be in accordance with the hours of operation posted in each park or recreational area. Scheduling of events and the hours of operation at other facilities shall be dependant upon the approval of the Borough Council.
- **If you plan to erect any temporary structure such as a tent, you must call the Construction Dept and arrange for an inspection and /or permit.**
- **If food is to be sold, cooked or prepared on municipal property you must call the Monmouth County Regional Bd. of Health and the Construction Office/Fire Marshal**

Please sign below after you have read all the terms and conditions and agree to the above:

Signature of Applicant

Date