

Permit #: _____

BOROUGH OF SHREWSBURY FACILITIES USE REQUEST FORM

Please check facility:

- Active Recreation Parks: Parker Park, Patterson Avenue Robert Graham Athletic Fields, Sickles Place
 Manson Park, Municipal Complex
- Borough Facilities: Municipal Center 9/11 Memorial Gazebo/Courtyard
 Municipal Parking Lot Gopher Field Historical Society

Information:

Date of Use*: _____ Start Time*: _____ End Time*: _____

Any use beyond what is stated here requires additional approval. Tournaments, double headers, etc require Council approval through the Clerk's Office. Use violations will ban approval of future use requests.

Name of Organization: _____

Type of Organization: Non- Profit For-Profit Other: _____

Address: _____ Town: _____ State: _____ Zip: _____

Name of Person in Charge of Event: _____

Cell: _____ E-mail: _____

Address: _____ Town: _____ State: _____ Zip: _____

Name of Person Making Request: _____

Cell: _____ E-mail: _____

Address: _____ Town: _____ State: _____ Zip: _____

Type of Event: _____

Description of Event & Equipment to be Used: _____

Estimated # of People in Attendance: _____ Will you be Cooking/Grilling: No Yes

Will your organization be profiting monetarily directly or indirectly from this event: No Yes

Required Deposits and Documents:

- \$100 Refundable Deposit (Travel Teams Exempt)
- Valid Insurance Certificate for \$1,000,000 liability insurance with Shrewsbury Borough listed as additionally insurance on file in the Municipal Clerk's Office.

Signature: _____ Date: _____

***** PLEASE READ/SIGN REVERSE SIDE FOR RULES AND CONDITIONS OF PERMIT *****

OFFICE USE ONLY:

Insurance Received: No Yes Date Deposit Received: _____ Check/Receipt #: _____

Date Deposit Returned: _____ Waived

If Applicable, Approved by: Police No Yes NA Fire Marshall No Yes NA
Construction No Yes NA MCRBOH1 No Yes NA

Approved: No Yes Date: _____

Approved By: _____

**BOROUGH OF SHREWSBURY
FACILITIES USE PERMIT RULES & CONDITIONS**

Prohibitions:

- Possession of or use of alcoholic beverages on Borough property or in Borough facilities.
- Smoking is not allowed on any Borough property including parks.
- Tossing of rice, bird seed or similar products.
- Use of facilities beyond this approval.
- Parking in restricted areas, Borough driveways, on grass, fields, courts, or playgrounds. You can only park in legally designated areas. Illegal parking is subject to penalties.
- Events must be in accordance with the posted hours of operation for each Borough park.

Damage/Cleaning of Property & Deposit:

Organizations or individual(s) permitted to use borough parks and/or facilities are required to clean and restore the area after use. The 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 or to repair any damage done to Borough facilities or parks. If inspection of the premises used indicates that cleanup requirements have been met and no damage was done, 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.

Other Permits/Permissions Needed:

If you plan on erecting any temporary structure such as a tent, you must receive the proper permits from the Construction Department and arrange for an inspection. This may require additional fees.

If food is to be sold, cooked, or prepared on the Municipal property, the Monmouth County Regional Health Commission No. 1 may require an inspection. They may require an inspection to be conducted the day of the event. You will also need to contact the Construction Department and the Fire Marshal. This may require additional fees.

Other Conditions as set by the Borough for Event:

Agreement to Rules & Conditions:

I (individual(s) or organization), _____, agree to abide by the rules and conditions listed above. I understand that I am a guest of the Borough during this use and am responsible for supervising the actions of those in attendance. I understand that not abiding by these rules and conditions could lead to violations/penalties and could jeopardize our organizations ability to be approved for Facility Use Permits in the future.

Signature: _____ Date: _____