



BOROUGH OF WESTVILLE

1035 Broadway
Westville, NJ 08093

Requests to use the parks and playground facilities (athletic fields) in the Borough of Westville for privately administered and sponsored organized sports or activities will be considered only after a request form (attached) has been fully completed and filed with the Borough of Westville Municipal Clerks Office.

Upon receipt and review by the Borough Clerk as to completeness, the request will be forwarded to the Parks and Recreation Chairman who will schedule considerations before the Committee or Borough Council as appropriate.

Terms of use of Borough facilities, should approval by Borough Council be granted, are as follows:

1. Requesting Individuals and Organizations will be entirely responsible for the conduct and actions of those individuals attending and participating in activities. Disruptive behavior, inappropriate language and other generally disorderly conduct is not permitted and will not be tolerated.
2. Requesting Individuals and Organizations will clean up trash and debris and place it in the proper containers before departing after your activity.
3. Requesting Individuals and Organizations will repair or restore any use related damage or wear to the facility before departure.
4. Gambling and alcoholic beverages of any nature are prohibited. Violators and responsible individuals and organizations will be prosecuted and permission for future use will be immediately revoked.
5. Requesting Individuals and Organizations are required to obtain General Liability, Automobile and Excess/Umbrella Liability insurance at minimum amount of \$1,000,000 in each category with Workers Compensation insurance at the statutory minimum amount. The Borough of Westville shall be named as a certificate holder/additional insured. Successful applicants shall not be permitted access to the Borough facility until the required insurance has been obtained and a certificate submitted to the Borough Clerk. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the Borough of Westville.

In addition, the attached Hold Harmless Agreement shall be properly executed and notarized, by a person authorized to do so and returned. Again, both the insurance certificate and hold harmless agreement must be received by the Borough Clerk before the requesting individual or organization uses the facility.

**ATHLETIC FIELD REQUEST FORM
PARKS & PLAYGROUNDS COMMITTEE**

Organization's Name _____ **Activity** _____

Sponsor (if any) _____ **Phone #** _____

Address _____

Contact Person _____ **Phone #** _____

Address _____

Nature of the Request _____

Please indicate the day(s) and time(s) of your request along with the duration of use.

Day: _____ **Start Time** _____ **End Time** _____

Day: _____ **Start Time** _____ **End Time** _____

Day: _____ **Start Time** _____ **End Time** _____

Signature of Person Completing This Form _____

The attached Roster form must be completed and submitted with this request

TEAM ROSTER

NAME	ADDRESS	PHONE	Westville Resident Yes or No
1.			
2.			
3.			
4.			
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28.			

HOLD HARMLESS AGREEMENT

"To the fullest extent permitted by law, _____

(Name of individual)

Name and Address of organization _____

agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Westville, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Westville against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Westville, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Westville, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract".

By: _____

Applicant

Westville Borough Clerk

Sworn and subscribed before me this _____ day of _____, 2010

Notary Public