



# Borough of Westville

165 Broadway, Westville, NJ 08093

Phone: 856-456-0030 x10 • Fax: 856-742-8190 • [www.westville-nj.com](http://www.westville-nj.com)

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## ATHLETIC FIELD REQUEST FORM

Requests to use the athletic facilities in the Borough of Westville will be considered only after this form 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 liability and property damage insurance at minimum amount of \$1,000,000. Successful applicant shall submit a certificate of insurance indicating Liability coverage and property damage coverage naming the Borough of Westville as co-insured. In addition, the attached Hold Harmless Agreement shall be properly executed and notarized, and returned. Both the insurance certificate and hold harmless agreement shall be received by the Borough Clerk before the requesting individual or organization uses the facility.
6. 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.
7. The Requestor cannot use the Borough facility until they receive either verbal or written approval from either the Mayor or member of the Public Buildings, Grounds, Parks & Playgrounds committee or Borough Clerk or Borough Administrator.



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## ATHLETIC FIELD REQUEST FORM PARKS & PLAYGROUNDS COMMITTEE

Organization's Name \_\_\_\_\_

Sponsor (if any) \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Fax # \_\_\_\_\_

Nature of the Request \_\_\_\_\_

Field Requested \_\_\_\_\_

Is the Request for an Adult or Youth League \_\_\_\_\_

Season Start Date \_\_\_\_\_ Season End Date \_\_\_\_\_

DAY OF THE WEEK	TIME	TIME END

Signature of Person Completing This Form \_\_\_\_\_

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

# TEAM ROSTER

NAME	ADDRESS	TOWN	PHONE
1.			
2.			
3.			
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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 (applicant must have their signature notarized)**

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

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**APPROVED:** \_\_\_\_\_  
**Borough of Westville Official**