



## **BOROUGH OF TENAFLY RECREATION BOARD**

100 RIVEREDGE ROAD, TENAFLY, NEW JERSEY 07670

*“ENJOY YOUR LEISURE WITH TENAFLY RECREATION”*



**MATTHEW MERCURIO  
DIRECTOR**

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## **FIELD, PARK & FACILITY PERMIT**

The procedure for applying for use of a Borough of Tenafly facility is as follows:

1. Completion of Application
2. Submission of Application along with:
  - a. Completed Hold Harmless Agreement
  - b. Certificate of Insurance
  - c. Signed Lightning Safety Policy

The certificate of insurance must list your name or group's name as the insured and the Borough of Tenafly as additionally insured.

The liability limit for bodily injury and property damage must not be less than \$1,000,000 per occurrence.

For private groups and organizations the application may require approval of the Recreation Board and/or Mayor & Council. The Recreation Board meets every 2<sup>nd</sup> Monday of the month. In addition, user fees will apply to for-profit organizations.

### **Deadline for Submission of Permits**

**Fall Season- permits must be received by July 1**

**Spring Season – permits must be received by January 15**

**Summer Season – permits must be received by April 15**

**Late submissions will be considered once all other permits  
are assigned.**

## POLICY ON USE OF MUNICIPAL FIELD

### PRIORITY OF USERS

1. Borough use including Recreation sponsored or co-sponsored sports which include TJSL, TYB and TLL, TLL-SOFTBALL, TUSC and activities or use by Tenafly Youth Services.
2. Board of Education sponsored activities.
3. Community organizations.

Permits for use of a Borough field or facility may be considered from groups or organizations within category 4 listed below. **However**, these permits will require approval from the Mayor and Council. The Recreation Director shall review and submit his recommendations to the Recreation Board. They in turn will review the permit and submit a written recommendation to the Mayor and Council.

4. Private groups or organizations including but not limited to: Adult Soccer Club, Blue Label Soccer, Elizabeth Morrow, FDU Soccer, US Sports Institute.

In addition, the following fee schedule, adopted by the Mayor and Council on April 10, 2007 will apply:

Non-profit private group or organization provided a proper permit has been obtained from the Recreation Department:

No Fee

For-profit private group or organization provided a proper permit has been obtained from the Recreation Department:

- |                             |   |
|-----------------------------|---|
| (a) Use of athletic fields: | \$100 per hour                              |
| (b) Use of McCandless Room: | \$100 per event<br>per day or part thereof. |

**TENAFLY RECREATION BOARD**

**FACILITY PERMIT APPLICATION FOR FIELDS, PARKS & COMMUNITY ROOM**

Name of Applicant/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (D) \_\_\_\_\_ (E) \_\_\_\_\_ (C) \_\_\_\_\_

Name of Facility Requested: \_\_\_\_\_ Email \_\_\_\_\_

Name of Person in charge: \_\_\_\_\_ Phone: \_\_\_\_\_

For Purpose of: \_\_\_\_\_

<u>DAY</u>	<u>DATES</u>	<u>TIME</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

**ALL FIELD USERS**

**Please submit a specific schedule of use if the time period exceeds two hours of use per day.**

Non-Profit Group: Yes \_\_\_ No \_\_\_

Number of Tenafly Residents: \_\_\_\_\_

Non-Profit # \_\_\_\_\_

Number of Non-Residents: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

Public Admission Fees Charged: Yes \_\_\_ No \_\_\_

Director's Signature \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**For Office Use Only: Input on Google Calendar-Initial** \_\_\_\_\_

In consideration of the issuance of a field, park and facility permit by the Borough of Tenafly-Recreation Commission, the undersigned individually and on behalf of all those participating in the activity for which the permit is issued waives any and all claims for any loss or damage to any person or property against the Borough of Tenafly, The Recreation Commission of the Borough of Tenafly or any of their officers, agents and employees arising out of the use or otherwise in or about said field, park or facility and waives any and all specific notice of the existence of such conditions. The liability limit for bodily injury and property damage must not be less than \$1,000,000.00 per occurrence. Please allow a minimum of two weeks for the application to be processed.

I have read the above and the rules and regulations governing the use of the above mentioned facility as stated on the reserve side.

Name of Applicant: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Phone: (D) \_\_\_\_\_ (E) \_\_\_\_\_

## **RULES AND REGULATIONS**

1. Use of facilities shall be generally limited to functions or activities sponsored and supervised by Tenafly non-profit organizations. Permit requests should be based on a 2 hour time frame. No blanket permits will be accepted; specific dates and times must be listed (if a group or organization is not using their scheduled time frame, they must notify the Recreation Dept. no later than 24 hours prior to cancellation unless in the case of unforeseen conditions).
2. Setting up and cleaning up of facility is the responsibility of the applicant. Any requests for assistance must be made in writing two weeks prior to requested use.
3. No open flames/gas grills permitted without the approval of the Tenafly Fire Department.
4. In the event of lightning, PLEASE SEE ATTACHED LIGHTNING POLICY.
5. No signs, posters or exhibits of any kind shall be hung in or about the premises which in any way would mar or deface the same.
6. The applicant organization shall be responsible for any damage to property resulting from its use thereof, whether by accident or otherwise and shall pay the cost of such damages.
7. (Municipal Field Only) If permit includes a light request, the person who signs the permit is responsible for contacting the Director or Asst. Director when an event is cancelled or ends before the scheduled end time so that the lights may be turned off.
8. The selling of refreshments or any other merchandise is prohibited without the permission of the Mayor and Council and/or the Recreation Board.
9. (McCandless Room Only) The capacity of the McCandless Room is 100 persons. One half of the McCandless Room shall be limited to 50 persons. Emergency doors should be used only for emergency purposes.
10. The Borough of Tenafly, at any time, reserves the right to change or amend the forgoing regulations or to withdraw from any organization or person the privilege of use of the room, field or park or to deny the use of facility at its discretion.
11. Violators of the above Rules and Regulations may not submit for reinstatement.
12. Tenafly Recreation has the right to cancel or postpone use of any facility with short notice to avoid damage of a facility deemed to be in poor condition.
13. Failure to observe guidelines may result in permits being denied or charges being assessed for damages to any facility.

**I have read and understand the Rules and Regulations expressed above:**

Signature of Responsible Party: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**  
(To be signed by Organizations using Municipal Facilities)

**BETWEEN THE BOROUGH OF TENAFLY  
AND**

Name of Group/Organization using Facility: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Organization: (circle) Individual, Partnership, Corporation

In consideration of the use of \_\_\_\_\_

On \_\_\_\_\_ For the purpose of \_\_\_\_\_

The undersigned agrees to indemnify and hold the **BOROUGH OF TENAFLY** and its officers, agents and employees harmless from any and all liability, claims costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the **BOROUGH OF TENAFLY** is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant visitor, or other person attending the event herein referred to. Unless waived in writing by the **BOROUGH OF TENAFLY** I agree to furnish a Certificate of Insurance specifically naming the **BOROUGH OF TENAFLY** as additional insured providing general liability coverage including, bodily injury and property damage with minimum limits of liability not less than \$1,000,000.00. In order to induce the **BOROUGH OF TENAFLY** to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a) Total number of persons anticipated is \_\_\_\_\_
- b) Live entertainment (will) or (will not) be provided. \_\_\_\_\_
- c) Other \_\_\_\_\_
  
- d) Alcoholic Beverages (will) or (will not) be served.

This agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated above.

The **BOROUGH OF TENAFLY** reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if the **BOROUGH OF TENAFLY** determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

as the binding act in deed of \_\_\_\_\_  
(Name of Organization)

Witness \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Authorized Name & Title

## **MUNICIPAL FIELD RULES AND REGULATIONS**

- \* NO FOOD, BEVERAGES OR ALCOHOL
- \* NO GUM OR TOBACCO CHEWING
- \* NO SMOKING (ORDINANCE #13-26)
- \* NO GAS OR OPEN FLAMES
- \* EMERGENCY VEHICLES ONLY ON THE FIELD
- \* NO GOLFING OR ARCHERY
- \* NO BIKES, SCOOTERS OR SKATE BOARDS
- \* NO LITTER
- \* NO SLEDS WITH METAL, STEEL  
OR ALUMINUM RUNNERS
- \* NO GLASS CONTAINERS

## **SUNNYSIDE PARK RULES AND REGULATIONS**

- No use without a permit
- No alcohol
- No Smoking (Ordinance #13-26)
- No open flames
- No glass bottles no rollerblading or skateboarding on track
- No golfing
- No street or field hockey
- No littering

- **The field's periodic rest will be posted if applicable by the Recreation Department.**

- **No changes, alterations, maintenance, loss of green or additions be made to the park without the permission of the Mayor and Council and the Recreation Board.**

- **All involved in the usage of the park adhere to all rules and regulations and assist in maintaining a clean and healthy park.**

- **The Tenafly Police Department will add Sunnyside Park to its normal rounds and police the park based on all R & R daily.**

- **The supervision of the rest rooms is the responsibility of the in-season sport, its coaches, administrators and volunteers.**

- **The storage area is to be kept clean, neat and organized and each groups or departments property be respected.**