

**DEPARTMENT OF RECREATION, PARKS & COMMUNITY SERVICES**  
**334 Dunhams Corner Road, East Brunswick, NJ 08816**

Please complete and return to the Department of Recreation, Parks & Community Services for review.

**Proof of residency or Not for Profit Status is required.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_ Not For Profit: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date(s) Desired: \_\_\_\_\_ Hours Desired: \_\_\_\_\_ to \_\_\_\_\_ (Limited 8am-10pm)  
 Estimated Attendance: \_\_\_\_\_ Possible Admission Fee: \_\_\_\_\_ Food Served: Yes\_\_ No\_\_  
 Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 Equipment/Supplies bringing to facility: \_\_\_\_\_  
 \_\_\_\_\_

| Facility                   | Class A | Class B | Fee                          | Selection |
|----------------------------|---------|---------|------------------------------|-----------|
| Maintenance/Supervisor Fee | \$30*   | \$60    | Per Hour<br>(2-Hour Minimum) |           |
| Community Room             | \$50    | \$100   | Per Hour<br>(2-Hour Minimum) |           |
| Meeting Room               | \$25    | \$50    | Per Hour<br>(2-Hour Minimum) |           |
| Food Clean Up Fee          | \$50    | \$50    | Flat                         |           |

| Additional Equipment Request | Max | Number Requested |
|------------------------------|-----|------------------|
| Tables, 6 Foot Folding       | 20  |                  |
| Chairs                       | 50  |                  |

Fee Schedule:

- Class A = Government Entities, Non-Profit Organizations (Proof Required)
- Class B = Private Entities, Organizations, or Corporations.

\*Maintenance/Facility Supervisor fee is applied when activity is outside of regular operating hours of the Township of East Brunswick (generally Monday-Friday, 8:00am – 5:00pm).

This form only acts as an Indoor Facility Reservation Application and does not guarantee a permit to applicant. Upon receipt of application, the Department of Recreation, Parks & Community Services will determine availability of facility, equipment, and personnel. A fee estimate will be determined and returned to applicant after determining availability – or determining alternate dates. Permit is NOT complete or accepted until applicant makes proper payment and returns all appropriate paperwork to the Department of Recreation, Parks & Community Services.

Any and all damage must be reported to Recreation & Parks Employee immediately – any damage found after event that was not reported prior to event will be assessed to applicant and future usage shall be declined.

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Allocation priority is based on the following parameters:

1. Township of East Brunswick departments  
(i.e. Office of the Mayor, Public Works Department, Recreation Department, Department of Aging).
2. East Brunswick Community Players direct use and performances, Coalition of Athletic Organizations.
3. Federal, State or Local Government Agencies (i.e. State SHIP Program, County Alliance, Local Legislative Office) as part of governmental function.
4. East Brunswick Public School organizations (i.e. PTA, Booster Clubs, EBEP).
5. East Brunswick-based civic/non-profit organizations (i.e. Girl/Boy Scouts, VFW – must show non-profit status).
6. East Brunswick-based for-profit organization.
7. Non-East Brunswick-based civic/non-profit organizations (must show non-profit status).
8. Non-East Brunswick-based for-profit organization.

Use of facility and Township/Recreation property with permit:

- Facility applicant/user must supply list of equipment/supplies being brought into the facility along with the application form.
- Applicant/user is responsible for setting up and taking down of chairs and/or tables – set up and clean up time must be incorporated into facility reservation time.
- Facility must be left in a clean state by applicant/user or future usage may be declined.
- Applicant/user may not affix (permanently or temporarily) any item to any equipment/fixture in the facility.
- Facility must be used only for legal activities that are outlined on the permit application.
- Applicant may not transfer their permit to a 3<sup>rd</sup> party.
- Applicant is financially and legally liable for damage to facility, equipment and/or supplies.
- Applicant/user must be in compliance with at least the following laws in regards to discrimination:
  - Title VI of the Civil Rights Act of 1964
  - Title IX of the Education Amendments
  - Section 504 of the Rehabilitation Act of 1975
  - The Age Discrimination Act of 1975
- Alcohol and tobacco are not permitted in, on, or around, any Township facility.
- No cooking or preparing of food in facility. All food must be pre-packaged and/or prepared off-site.
- No animal is permitted inside facility with the exception of service animals.
- Entrance, Parking, or any fee to enter Township facility is not permitted unless right to charge a fee is specifically granted by the Director of Recreation & Parks.
- Employees of the Recreation & Parks Department, Public Safety Divisions, Office of the Administrator, or any Township of East Brunswick Department in an official capacity may not be barred from full and free access to entire facility for any reason.
- All parking must be in legally marked, or on-site Public Safety approved, spots. Illegally parked vehicles may be ticketed and/or towed at owner's expense.
- The applicant is responsible for securing any secondary permits that may be required for their use of the facility.
- Facility is not permitted for "personal" use, i.e. birthday party, wedding reception, sweet 16, etc.
- Permit may be revoked by Director of Recreation & Parks if applicant has made a misrepresentation on the application or if has not submitted proper paperwork.

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**INSURANCE REQUIREMENTS**

Authorization for the use of Parks facilities is contingent upon the applying organization furnishing a copy of a Certificate of Insurance naming the Township of East Brunswick as "Additional Insured". Failure of the applicant to provide a valid certificate of insurance will render the application invalid and prohibit use of the facilities. See below for requirements.

Non Profit/Charitable Groups

- a. General Liability \$ 300,000
- b. Township of East Brunswick named as "Additional Insured"
- c. Hold Harmless

Commercial (for profit) Groups

- a. General Liability \$1,000,000
- b. Township of East Brunswick named as "Additional Insured"
- c. Hold Harmless

The undersigned representative certifies that those using the facility agree to abide by the regulations established by the East Brunswick Department Recreation, Parks and Community Services and that all the information provided is complete and correct, and that no false or misleading information, or false statements have been given.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**HOLD HARMLESS AGREEMENT**

"To the fullest extent permitted by law, \_\_\_\_\_ (Name of Contractor/Vendor/Facility User) agrees to defend, pay on behalf of, indemnify, and hold harmless the Township of East Brunswick, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Township of East Brunswick, 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 Township of East Brunswick, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Township of East Brunswick, 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 to alleged negligence on the part of \_\_\_\_\_ (Name of contractor/vendor/facility user.)"

BY: \_\_\_\_\_  
Contractor/Vendor/Facility User Date

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For Office Use Only

Approval & Fee

Community Room hours \_\_\_\_\_ Rate \_\_\_\_\_ Fee for Community Room \_\_\_\_\_

Meeting Room hours \_\_\_\_\_ Rate \_\_\_\_\_ Fee for Meeting Room \_\_\_\_\_

Maintenance/Supervisor hours \_\_\_\_\_ Rate \_\_\_\_\_ Fee for Maintenance/Supervisor \_\_\_\_\_

Food Clean Up Fee \_\_\_\_\_

Total Fee for Rental: \_\_\_\_\_

PERMIT APPROVED: \_\_\_\_\_ Fee \$ \_\_\_\_\_

Payment:

PERMIT DENIED: \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Cash Amount: \_\_\_\_\_

Credit Card Amount: \_\_\_\_\_

Recreation & Park Employee assigned to event: \_\_\_\_\_

Hours for Recreation & Park Employee: \_\_\_\_\_ to \_\_\_\_\_

Permission to charge 'admission fee'? Yes – No – N/A Amount of Admission Fee \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_