Glassboro Park and Recreation
Rules for Pavilion Use

• An approved rental permit must be available during the event. Permits are issued upon completion, payment and approval of a rental contract.

• All large groups and organized meetings must provide liability insurance naming Borough of Glassboro and Glassboro Park and Recreation. 1 South Main Street, Glassboro, NJ 08028 as an Additional insured Certificate Holder. Contact the Park and Recreation office for details.

• An approved rental permit reserves only that portion of the park indicated on the "Specific Area Requested" section of the permit.

• Non-reserved facilities are available on a first-come, first-serve basis. The non-reserved areas of the park remain open for use by the general public.

• The reserved facility is subject to inspection at any time by authorized Park Security representative to assure compliance with applicable Park & Recreation Regulations and Rules.

• Possession or consumption of alcoholic beverages is prohibited.

• All parks are Smoke Free.

• No Dogs or other domestic animals are allowed in Parks. (Except at New Street in designated area, Dog Park.)

• All trash must be bagged and removed from the park or bagged and placed in trash receptacles, dumpsters.

• The removal of tables and grills from rental areas is prohibited.

• Site must be vacated by time specified on permit but not later than dusk unless otherwise stated on the permit.

• All decorations and signage must receive prior approval by the Park & Recreation Office.

• The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters are prohibited. Paint, tacks, screws, nails, or other fasteners are not allowed on trees. Paint marks are not allowed on sidewalks or other surfaces.

• Patrons should leave rental areas in clean and orderly condition. Failure to comply may result in the permit holder being billed for any additional cost for repairs or replacement of damaged items or cleanup required.

• Rental cancellation: Changes can be made due to inclement weather with prior approval.

• Picnic shelter reservations are not refundable due to inclement weather.

• The following activities require the express written approval of the Park and Recreation.
  
  o Operation of special amusements such as carnival rides, pony rides, dunk tanks, etc.
Conducting camps, fairs, exhibitions, rallies, races, walks, athletic league games or practices, and other organized events.

Construction of tents, canopies, inflatable amusements, or other temporary structures

Sale of food, beverages, other goods or services.

Charging of fees for any activities or services.

- Vehicles must park in designated paved and gravel parking areas only, and are prohibited from parking on the grass.

- Permits will only be issued to an adult who will be responsible for the supervision of the entire event, damage to park property, and injuries to any party which are the direct result of inadequate supervision or carelessness.

- Violation of any rule or condition of the permit is cause for immediate revocation of the permit, loss of permit privileges, and forfeitures of any fees paid for the permit.

- If there is someone occupying your rental space, present the contract to them and ask them to vacate. If you need further assistance, please call Park Security at 856 491-3383. In an emergency situation call 911.
DEPARTMENT OF PARK AND RECREATION
APPLICATION FOR RECREATION FACILITIES

Circle Park Requested: Renlund Park   New Street Park   S. Delsea Drive Park   Owens   Elsmere

Today’s Date: ______________ Requested Date:_________________ Requested Time: _____to_____

Name of Organization:________________________________________________________________

Contact Person :____________________________________________ Phone:____________________

Address :____________________________________________ Email address:___________________

Nature of Function :__________________________________________________________________

Facility Requested:_________________________________________________________________

(Pavilion, baseball, soccer, football field, hockey rink)

Certificate of Insurance: If organized group you must have a Certificate of Liability Insurance (must be
Attached to application.) The Borough of Glassboro and the Glassboro Park and Recreation Department must
be listed as an additional certificate holder (box at lower left hand corner)

Certificate attached? yes____ no_____

FEE SCHEDULE FOR USE OF PARK AND RECREATION FACILITIES

1. Use of Athletic Field Lights – Glassboro Residents $37.50 per hour x _______ hours = _______________
   Non Resident $75.00 per hour x _______ hours = _______________

2. Use of Pavilion –
   4 hours Glassboro Residents $25.00
   All day Glassboro Residents $50.00
   4 hours Non Resident $50.00
   All day Non Resident $100.00

Total Amt. Due $___________

Application is hereby made to the Glassboro Park and Recreation Commission for the use of the facility described. It
is hereby understood and agreed that the applicant will assume responsibility for payment of any required charges*.
Also, the user is responsible for the preservation of order and for liability for any damage to or loss of any property
or equipment that may result from the use of the facility/park. The user also agree to familiarize themselves with all
Borough of Glassboro Ordinances (Ch. 351Glassboro Code) including, but not limited to Code of Conduct (#02-12),
No animals or pets allowed in Parks, No Smoking and No Alcohol, also, all State and Federal rules and regulations
It is further understood that if the application is granted, the undersigned user will assume full responsibility for
liability and insurance coverage and hold The Borough of Glassboro, The Park and Recreation Commission and all
of its employees harmless in the event of an accident or injuries resulting from the activity and/or function. It is
further agreed that if the undersigned has any questions concerning Borough Ordinances it is their responsibility to
ask for copies of the Ordinances so they may be reviewed and terms and conditions may be met.

Signature of Applicant___________________________________________

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Office Use:

Signed Approval____________________________Date____________________

Special Needs/Services Notes:___________________________________________

GLASSBORO PARK AND RECREATION
1 South Main St (Mailing Address)
152 S. Delsea Drive (In the South Delsea Drive Park (Physical Address)
Glassboro, NJ 08028
Phone: 856-881-1515 Fax: 856-881-3975