FEE SCHEDULE FOR USE OF PARK AND RECREATION FACILITIES

1. Use of Athletic Fields Baseball-Softball-Soccer for **Glassboro Residents**:

Team must consist of 70% Glassboro Residents
$50 per team per day (Youth 17 & under)
$75 per team per day (Adults)
$300 per season

Non- Glassboro Residents:

$100 per team per day (Youth 17 & under)
$150 per team per day (Adults)
$600 per season

2. Lights - **Glassboro Resident** $37.50 per hour x _____hours =_____
Lights – **Non Glassboro Resident** $75.00 per hour x _____hours=_____

3. Use of Pavilion –

4 hours Glassboro Residents	$50.00
8 hours Glassboro Residents	$75.00
4 hours Non Resident	$100.00
8 hours Non Resident	$150.00

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 agrees 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 may be met.*

Signature of Applicant_____

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

YOUR APPROVED PARK DATE AND TIME:

Park Requested: O Renlund Park – 229 Market Place, Glassboro

O East New Street Park – 410 East New Street, Glassboro

O South Delsea Drive Park – 152 S. Delsea Drive, Glassboro

O Elsmere Park – 275 Higgins Drive, Glassboro

O Owens Field/Park – 230 Wilmer Street, Glassboro

Requested Date: _____Time: _____to_____

Approved by: _____Date _____Paid _____INS. Y N

Please call the Park and Recreation Office at 865-881-1515 with any changes or questions.

Office Hours: Monday-Friday 8:30AM-4:00PM

Please remember that we do not have a crew that works on the weekends. Please respect others by leaving the park clean. Please place all trash in tied bags!

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)

Certificate of Insurance: All renters are to provide liability insurance in the amount of $1,000,000 naming the Borough of Glassboro and Glassboro Park and Recreation as an additional insured. Failure to obtain insurance prior to the rental date(s) will result in non-use of the facility. Insurance Certificate Holder should read: **The Borough of Glassboro and Glassboro Park and Recreation**
1 S. Main St
Glassboro, NJ 08028

Certificate attached? yes_____ no_____.

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.
- 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.
- Residents must provide proof of homeowner's insurance. The declaration page is acceptable if the liability limits are indicated. If not, a complete copy of the policy is required.
- Non-residents, groups and organizations are required to obtain general liability insurance at minimum limits of $1,000,000, per occurrence. Patrons shall submit a certificate of insurance naming the "Borough of Glassboro and Glassboro Park and Recreation. 1 South Main Street, Glassboro, NJ 08028" as certificate holder and additional insured. A copy of the additional insured

endorsement must be provided along with the certificate of insurance. In addition, the attached Hold Harmless Agreement shall be properly executed and returned to the Parks & Recreation Office. Contact the Park and Recreation office for details.

- **IF YOU DON'T HAVE INSURANCE** and need to buy insurance at a discounted rate, the TULIP Program (Tenant Users Liability Policy) is offered through the Borough's Joint Insurance Fund. On the internet, go to: https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx.

- Use the Borough's Venue ID CODE (4990-195) and follow the instructions on the website. They will provide you with an insurance certificate after submission of information and payment. A copy of the certificate and additional insured endorsement will be sent directly to the Borough. Policies can be cancelled up to 24 hours before your event if you must cancel the event.

- The following activities require the express written approval of the Park and Recreation and may require additional insurance requirements.
    - 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.
- Borough of Glassboro retains the right to cancel any reservation due to any unforeseen circumstances. We will try to move you to another park if possible.

Borough of Glassboro

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law,

_____

(Name of Individual/Organization)

Address of Individual/Organization_____

_____

agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Glassboro, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Glassboro from and 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 Glassboro, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Glassboro, by reason of personal injury, including bodily injury or death and/or property damage, including the loss of use thereof, which arises out of or is in any way connected or associated with this contract and any manner relating to the planned event associated with said contract.

Signed by:

_____

[Applicant/Organization Representative]

Date: _____

OUTDOOR GATHERING GUIDELINES

Number of Individuals (prior to 7/3)	250
Number of Individuals (7/3 or after)	500 (tentative)
Social Distancing	***6 feet*** (excluding immediate family members, caretakers, household members, romantic partners, organizers/maintainers of gathering)
Contact Between Attendees	***Prohibited*** (excluding immediate family members, caretakers, household members, romantic partners, organizers/maintainers of gathering)
Demarcation	***Should demarcate 6 foot spacing***
Sharing of Equipment/Items	***Prohibited*** (excluding immediate family members, caretakers, household members, romantic partners, organizers/maintainers of gathering) ***Permitted if sanitized before and after use by individuals***
Face Coverings	***Should be worn*** where other social distancing measures cannot be maintained
Money Exchange	***Contactless options must be offered where feasible***
Tarps/Tents/Structures*	***Permitted solely to protect against foul weather or for shade*** *Must comply with applicable building/fire codes or any other regulations regarding the use of such structures

ADDITIONAL GUIDELINES FOR RECREATIONAL AND ENTERTAINMENT BUSINESSES

Indoor Spaces	*Restroom use/Access to outdoor area*
Lines/Queues	*Demarcate 6ft spacing*
Infection Control	*Require infection control practices and provide sanitation materials* (hand sanitizer, disinfectant, wipes)
Restrooms	*Limit occupancy* to maintain social distancing
High Touch Areas	*Frequently disinfect* areas such as doorknobs, counter, hand rails, restrooms, etc.
Employees	*Separate and send home* anyone with symptoms consistent with COVID-19 *Notify employees* of known exposures consistent with confidentiality requirements of the ADA and other applicable law

X _____