

**Township of Long Hill
915 Valley Rd
Gillette, NJ 07933**

To Whom It May Concern:

To rent a facility or field, community organizations are required to complete a rental application (Pages 5) and pay the appropriate fee (if applicable). Rental applications are available at Town Hall located at 915 Valley Rd. Gillette or on the website <http://www.longhillnj.us>

Please note that applications must be submitted with the following items attached:

- 1) Facility Use Request Form**
- 2) Signed Hold-Harmless Agreement**
- 3) Insurance certificate indicating the policy number**
- 4) A check payable to the Long Hill Twp when applicable.**

General Information

Athletic playing field rentals will be accepted 3x a year:

- From January 2– Feb. 5th for rentals occurring March 1 – June 30**
- From April 2-May 5th for rentals occurring July 1 – August 30.**
- From July 2-Aug. 5th for rentals occurring Sept. 1 – November 30.**

****Please note that not all facilities are available during the above dates and use of facilities may be canceled due to inclement weather or field conditions****

All other rental applications will be accepted year-round with at least two weeks notice.

Long Hill Twp. reserves the right to consider all rental requests and allocate rental time based on the number of requests and the overall time requested. Long Hill Twp also reserves the right to rescind permits if it is determined that fields are deteriorating because of overuse.

Community members must be 21 years of age or older, and be authorized by the applicant (if you are not the applicant), to sign a reservation agreement. When the planned activity is primarily for people under 21 years old, the person signing the reservation agreement will be responsible for providing one adult chaperone for each group of 10 youth in attendance under the age of 21.

Long Hill Twp. reserves the right to require the renter to provide police security for special programs. All rental fees must be paid in full within two weeks of rental approval, unless other arrangements have been made with the Recreation Director.

Long Hill Twp reserves the right to cancel practices/games due to weather conditions and/or field conditions. Failure to abide by this policy can result in cancellation of your rental agreement and no refund will be given.

TOWNSHIP OF LONG HILL
DEPARTMENT OF PARKS & RECREATION
Facility/Field Use Policies and Lease Agreement

1. It is unlawful for any person to throw, deposit or leave any cans, paper, debris or waste material whatsoever in or upon any park property except in the receptacles provided for such purposes. Chapter XI of Township Code 11-2.1
2. No permits, for use of township parks, will be issued without written application.
3. Liability: Long Hill Twp. assume no liability for the renter's use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Township harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment of facility in question Long Hill residents utilizing facilities for private functions must provide a copy of their Homeowner's Declaration page. Nonresidents and residents holding larger organized functions must have general liability insurance that covers the Township with limits of \$1,000,000.00 combined single limit with an aggregate of \$2,000,000.00. A certificate of insurance, acceptable to the Township Administrator, must be filed with the Township at least five days prior to the use of Townships facilities
4. No alcohol is permitted on park property. Chapter XI of Township Code XI-11-2.5
5. All township parks are closed to the public from 9:00 pm to 8:00 am. A special permit may be issued to use a specific area during closed hours. Chapter XI of Township Code XI-11-2.6
6. Camping is prohibited in all township parks, except under permit by the Township Committee. XI-11-2.7
7. No person shall willfully damage any park property, including any buildings, structures, trees, or shrubbery. Chapter XI of Township Code XI-11-2.2 Damages: Any and all damages to the facilities, equipment, and other Long Hill Twp property, while being used by the renter, will be the responsibility of the renter and payable in full to the Long Hill Twp. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities. The Recreation Dept. reserves the right to decline renting to patrons who have incurred damages to township property in previous rentals.
8. The speed on all park roads, parking lots and other park property where vehicular traffic is permitted shall be 15MPH. Parking is restricted to those areas so designated Chapter XI of Township Code. XI-11-2.3
9. No person shall create a disturbance or nuisance, be intoxicated, or act in such a way that his or her conduct is objectionable or offensive to others. XI-11-2.4
10. Smoking is prohibited on all township property.
11. Stirling Lake reservations not available on weekends while lake club is open.
12. Reservation of the Stirling Lake pavilion does not entitle all guests to use of Stirling Lake. All persons wishing to use the lake must have a badge. Accompanied by a member, guest passes may be purchased on site.
13. Picnicking is restricted to designated areas. Chapter XI of Township Code XI-11-3.6
14. In the event of rain, the Recreation Director or a designated person will determine if field use will be cancelled for that day and notify the designated parties.

Notify the Recreation Director immediately if there are any maintenance/safety issues or damage to fields that need to be addressed. 908-647-8000 x 219

**TOWNSHIP OF LONG HILL
DEPARTMENT OF PARKS & RECREATION
Facilities Use Request**

Name: _____ Date: _____

Address _____ Phone: _____

Organization: _____ e-mail: _____

Contact for Field Cancellations _____ **Phone** _____

Please Note: The 2 multipurpose fields at the Riverside facility are the following dimensions: #1- 330 x 195 #2 -300x 165
Please indicate if the use if for traveling program or recreation program.

	Date(s)	Times	Resident	Non Resident	Resident Commercial	Non-Resident Commercial	Total \$
Riverside Field #1			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Riverside Field #2			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Meyersville Baseball Field			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Riverside Pavillion			\$25/ 4 hours	\$50/ 4 hours	X	X	
Stirling Lake Pavillion			\$25/ 4 hours	\$50/ 4 hours	X	X	
Bocce Ball Courts			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Horseshoe Pits			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Riverside Basketball Courts			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	

Long Hill Township Residents? _____

This application can be faxed to 908-647-4150 or mailed to 915 Valley Rd. Gillette, NJ 07933 Please included all documents and payment.

Any questions or concerns please contact the Director of Recreation
908-647-8000 ext. 219 recreation@longhillnj.us

HOLD-HARMLESS AGREEMENT

I sign this Hold-Harmless as My voluntary act and by this act agree to hold You harmless and indemnify You from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity I will be holding (as described) on the date(s) listed on application.

I also shall provide You with a Certificate of Insurance and that I shall provide same as soon as practicable and not less than five (5) business days before the date of the planned activity. Said Insurance shall be written with a company maintaining a rating of at least "A-" according to A.M. Best's. Said General or Public or Business Liability policy shall be in an amount of not less than one million dollars (\$1,000,000.00) per occurrence. It is understood You will be listed as an additional insured on that policy and Certificate of Insurance.

If I, as an individual, am holding a private, personal event, I shall provide You with a copy of my Homeowners or Condo or Renters policy declarations page with Personal liability coverage of not less than one million (\$1,000,000.00) each occurrence.

(Applicable to Corporation Only) I also agree that I am obligated to reimburse You for all reasonable attorney's fees incurred by You to enforce the terms of this Hold-Harmless or to defend Yourself against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by Me or My sole cost and expense pursuant to this Hold-harmless.

LEGAL SIGNATURES:

Signature on behalf of "I/We/Me/My:

a) Individual _____ Date _____

or

b) Individual _____ on behalf
of _____ Date _____

organization **or**

c) Individual _____ Title _____

on behalf of _____(Corporation)

Address of Individual, Organization or Corporation: _____

Home Phone No.: _____ Work Phone No.: _____

Date _____

and

Signature of Person on behalf of the **Long Hill Twp:**

d) _____

Person's Title _____

Date _____

Hold-Harmless Agreement

- **FOR USE WITH CORPORATIONS ONLY – PROVIDE THIS ONLY IF ENTITY USING THE PREMISES IS A CORPORATION**

Long Hill Township
CORPORATE ACKNOWLEDGMENT

STATE OF NEW JERSEY, COUNTY OF _____

SS.:

I CERTIFY that on _____, 20____
_____ personally came before me and this person
acknowledged under oath, to my satisfaction, that:

- a) this person is the _____ of
_____ the corporation named in the attached
document;
- b) this person is the attesting witness to the signing of this document by the proper
corporate officer who is _____, the _____ of
the corporation;
- c) this document was signed and delivered by the corporation as its voluntary act duly
authorized by a proper resolution of its Board of Directors;
- d) this person knows the proper seal of the corporation which was affixed to this
document; and
- e) this person signed this proof to attest to the truth of these facts.

Signed and sworn to before me
on _____, 20____
