

FEE SCHEDULE FOR USE OF PARK AND RECREATION SPORT FIELDS

Turf Field

*Residents

1. Individuals/groups Adults \$110 per hour
2. Individuals/groups (17 & under) groups \$100 per hour

*Non-Residents

1. Individuals/groups Adults \$120 per hour
2. Individuals/groups (17 & under) \$110 per hour

Grass Fields

(Field is limited to 2 days per week with a 3-hour limit per day)

*Residents

1. Individuals/groups Adults \$50 per hour
2. Individuals/groups (17 & under) \$40 per hour

*Non-Residents

1. Individuals/groups Adults \$60 per hour
2. Individuals/groups (17 & under) \$50 per hour

Tournament Fees

\$1,000 refundable deposit

\$250 per field/per day

\$50 per field/per game 501c3 organization

Light Fees - Glassboro Resident \$35.00 per hour x _____ hours = _____

Light Fees - Non Glassboro Resident \$50.00 per hour x _____ hours = _____

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. 351 Glassboro 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 _____

Office Use:

Signed Approval _____ Date _____

Special Needs/Services Notes: _____

GLASSBORO PARK AND RECREATION
1 South Main St (Mailing Address)
152 Delsea Drive S. (In the South Delsea Drive Park (Physical Address))
Glassboro, NJ 08028
Phone: 856-881-1515 ext.2 Fax: 856-881-3975

YOUR APPROVED PARK DATE AND TIME:

Park/Facility Requested

- o East New Street Park – 410 East New Street, Glassboro
- o South Delsea Drive Park – 152 Delsea Drive S., Glassboro
- o Owens Field/Park – 230 Wilmer Street, Glassboro

Requested Date: _____ Time: _____ to _____

Approved by: _____ Date _____ Paid _____

Insurance received on: _____ Security deposit received on: _____

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: New Street Park S. Delsea Drive Park Owens

Today's Date: _____ Requested Date: _____ Requested Time: _____ to _____

Name of Organization: _____

Contact Person: _____ Phone: _____

Address: _____ Email address: _____

Nature of Function: _____

Facility Requested _____

(Baseball, softball, 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**

Insurance certificate attached Yes _____ No _____

Glassboro Parks and Recreation

Rules for Turf Field

- No animals (dogs or pets of any kind) are allowed.
- Golfing and/or other non-authorized uses are prohibited.
- No Motorized vehicles or bikes permitted on field.
- No food is permitted on the turf. Including but not limited to: gum, sunflower seeds, grapes, oranges, and nuts.
- No glass containers or aluminum cans permitted.
- Footwear on artificial turf fields must be molded rubber cleats, turf shoes or running shoes. Metal cleats and screw-in plastic cleats are not permitted.
- Smoking is not allowed on field or in the parks vicinity.
- Hitting, throwing, and/or kicking balls into fencing is not allowed.
- Climbing on fencing and goals is not allowed.
- Only athletes, coaches, and referees are permitted on the field. All others must remain outside of fence.
- All paper, debris, bottles, and garbage must be collected and deposited in the proper trash cans.
- No alcoholic beverages are permitted on field or in the parks vicinity.
- Permit holders shall have first rights for the use of the fields to which they have been assigned. A field not being utilized by a permit holder may be used by others, including the public.
- Groups of 20 or more, including spectators, are required to have a permit to use athletic fields in Glassboro.
- Field closings for maintenance, safety, or other reasons deemed appropriate for the management and protection of property shall be at the discretion of Glassboro Parks and Recreation Department.
- The Borough of Glassboro reserves the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to the turf.
- The applicant and users shall comply with all Federal, State, County laws and Borough of Glassboro ordinances and regulations governing the use of Glassboro fields. It is the responsibility of the applicant to provide and disseminate the information to all attendees and participants. The applicant is responsible for any damages that may happen during their rental period.
- Failure of the applicant to comply with the conditions of the field use permit and these conditions shall constitute full and adequate cause for the Borough of Glassboro to immediately terminate this permit.

Glassboro Parks and Recreation
Rules for Grass Fields and Baseball/Softball Fields

- No animals (dogs or pets of any kind) are allowed.
- Golfing and/or other non-authorized uses are prohibited.
- No Motorized vehicles or bikes permitted on field.
- Smoking is not allowed on field or in the parks vicinity.
- Only athletes, coaches, and referees are permitted on the field. All others must remain outside of fence and/or on the sidelines.
- All paper, debris, bottles, and garbage must be collected and deposited in the proper trash cans.
- No alcoholic beverages are permitted on field or in the parks vicinity.
- Soccer goals are to be wheeled back to their original location after use.
- Hitting, throwing, and/or kicking balls into fencing is not allowed.
- Climbing on fences, backstops, and goals is not allowed.
- Baseball/softball fields are to be dragged after field usage.
- Fill in all holes around home plate, bases, and pitching rubber after field usage.
- Using grass fields and baseball fields during wet or inclement weather is prohibited.
- Permit holders shall have first rights for the use of the fields to which they have been assigned. A field not being utilized by a permit holder may be used by others, including the public.
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- Failure of the applicant to comply with the conditions of the field use permit and these conditions shall constitute full and adequate cause for the Borough of Glassboro to immediately terminate this permit.

- **Addressing the Protection and Safe Treatment of Minors USER** verifies and asserts that all activities conducted at the FACILITY (IES) shall be in full compliance Under New Jersey law (N.J.S.A. 9:6-8.21) and the Borough of Glassboro's Protecting Children Policy applicable to sports teams and recreation programs which can be reviewed at:
- [https://www.nj.gov/dcf/reporting/links/#:~:text=9%3A6%2D8.21\).&text=Any%20person%20having%20reasona%20cause,CP%26P\)%20by%20telephone%20or%20otherwise.](https://www.nj.gov/dcf/reporting/links/#:~:text=9%3A6%2D8.21).&text=Any%20person%20having%20reasona%20cause,CP%26P)%20by%20telephone%20or%20otherwise.)
- 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-Parent/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, Covid-19, 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.

Use of Facilities Agreement

The Borough of Glassboro a Municipality of the State of New Jersey, hereinafter referred to as

“MUNICIPALITY”, hereby agrees to allow

_____ (Name of Person(s) or Organization)

hereinafter referred to as “USER”, to use the facilities listed below:

Name and Location of FACILITY(IES):

hereinafter referred to as “FACILITY(IES)”

for _____
(State the Purpose)

on the following date(s): _____

The above **USER** shall inspect the described **FACILITY(IES)** prior to the use of the **FACILITY(IES)** and report any defective, hazardous or dangerous conditions found at the **FACILITY(IES)** to

Elena Power 856-881-1515 ext.2 at **The Borough of Glassboro**, and **USER** shall

immediately cease the use of the **FACILITY (IES)** until such defective, hazardous or dangerous conditions are remedied. After the use of the **FACILITY(IES)**, **USER** shall immediately report to the **Borough of Glassboro** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the **FACILITY(IES)**.

COVID-19

USER verifies and asserts that all activities conducted at the **FACILITY(IES)** shall be in full compliance with the CDC Guidelines, DOH Guidelines and the State of New Jersey Governor’s Executive Orders applicable to public pools, summer camps, sports leagues, and recreation programs which can be reviewed at:

https://nj.gov/infobank/eo/056murphy/approved/eo_archive.html.

Indemnification

USER shall indemnify, save harmless and defend the **MUNICIPALITY**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **MUNICIPALITY**, from and against any and all claims, losses, costs, attorney’s fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **USER’s** use of the named Facilities, including all suits or actions of every kind or description brought against the **MUNICIPALITY**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the **FACILITY(IES)**, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

Insurance

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **USER’s** use of the **FACILITY(IES)**, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable.

USER shall be required to name the **MUNICIPALITY** as an “Additional Insured” on the **USER’s** policy of commercial general liability insurance, and simultaneously with the delivery of the executed *Use of Facilities Agreement*, **USER** shall provide the **MUNICIPALITY** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **MUNICIPALITY** has been designated as an “Additional Insured” where required. On or before the renewal date of said policy, **USER** shall be required to provide the **MUNICIPALITY** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **MUNICIPALITY** as an “Additional Insured” for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

Signed by an authorized representative of the **USER** and the **MUNICIPALITY** on

this ____ day of _____, 20____.

USER

MUNICIPALITY

Witness

Witness

Schedule of Insurance*

Notwithstanding the indemnification and defense obligations of the **USER**, the **USER** shall provide at its own cost and expense proof of the following insurance to the "**MUNICIPALITY**":

General Liability including Products & Completed Operations Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of *one million (\$1,000,000) dollars** with a minimum annual aggregate of *two million (\$2,000,000) dollars**.

MUNICIPALITY shall be named as an "Additional Insured".

Failure by the **USER** to supply such written evidence of required insurance and to maintain same for the duration of this agreement shall result in default of this agreement and **USER** shall be prohibited from using said FACILITY (IES).

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the **MUNICIPALITY**. The **USER** shall take no action to cancel or materially change any of the insurance required under this Contract without the **MUNICIPALITY**'s prior approval. The maintenance of insurance under this section shall not relieve the **USER** of any liability greater than the limits or scope of the applicable insurance coverage.

* Above insurance schedule to be prepared in consultation with your Risk Management Consultant as recommended within the JIF Certificate of Insurance Guidelines. Depending on the use of your **FACILITY (IES)**, your RMC may recommend that "Liquor Liability or Host Liquor Liability" coverage be provided by **USER**. For certain uses, it may be recommended that coverage for "Spectators" and/or "Athletic Participants" be required or that Sports Accident coverage be maintained by the **USER**.