

FEE SCHEDULE FOR USE OF PARK AND RECREATION FACILITIES

Use of Pavilion -

Glassboro Residents:

4 hours \$50.00 11:00am-3:00pm or 4:00pm-8:00pm
8 hours \$100.00

Non- Glassboro Residents:

4 hours \$100.00 same hours as above
8 hours \$200.00

Use of Martin Luther King Center -

A refundable security deposit of \$250 is required for all rentals

Monday-Thursday: 11:00am-4:00pm or 5:00pm-10:00pm

Glassboro Residents \$50.00/hour
Non-Residents \$80.00/hour

Friday-Sunday: same hours as above

Glassboro Residents \$60.00/hour
Non-Residents \$90.00/hour

Rentals of the Martin Luther King Center will be limited to 5-hour time slots unless granted permission to extend.

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 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 FACILITY DATE AND TIME:

Facility Requested

- Renlund Park Pavilion - 229 Market Place, Glassboro
- East New Street Park Pavilion - 410 East New Street, Glassboro
- South Delsea Drive Park Pavilion - 152 Delsea Drive S., Glassboro
- Martin Luther King Center - 223 S Academy 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!

Circle Facility Requested: Renlund Park New Street Park S. Delsea Drive Park Martin Luther King Center

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

Name of Organization: _____

Contact Person: _____ Phone: _____

Address: _____ Email address: _____

Nature of Function: _____

Facility Requested _____

(Pavilion, Martin Luther King Center)

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 Park and Recreation
Rules for Martin Luther King Center Use

- Advisory Board Meetings for the Martin Luther King Center (“Center”) take precedence over any other organization.
- Any Borough group/organization located within the Borough of Glassboro will be granted booking use priority to accommodate their regular group/organization gatherings.
- Unless otherwise approved by the Borough, the kitchen oven and range can be used only for warming (not cooking) foods and the refrigerator can be used only on the day of the event. Anything left in the refrigerator will be discarded.
- Reservations for weekend events can be made up to twelve (12) months in advance, and any weekday events can be made up to six (6) months in advance.
- Rental fee, security deposit and signed rental agreement must be submitted and accepted in order for the date to be reserved. Payments must be made in the form of a check, cash, credit card or money order payable to Glassboro Parks and Recreation.
- Only private functions will be permitted. No commercial fundraisers of any kind is permitted.
- No smoking inside the Center. Any violation of the rental rules will be grounds for the immediate termination of the event, eviction of attendees, and result in a forfeit of rental fee and security deposit. No smoking outdoors within 10 feet of the building.
- The rental period must include set-up and clean-up of the room. If rental exceeds maximum allowed rental block of five (5) hours, then the renter will be asked to pay the hourly rate for an additional hour(s).
- Glassboro Parks and Recreation may retain the Security Deposit for any cost incurred for cleanup expenses, trash removal, repair or damages or any other expenses resulting from the renter’s use of the premises. Otherwise, the Security Deposit will be returned within 30 days following inspection of the rented room. In the event any repairs/damages exceed \$250.00, then the renter shall be responsible to pay for the full cost of such repairs/damages.
- The renter assumes all risks and responsibility for the serving of food and beverages in the Martin Luther King Center. The Certificate of Insurance must name the Borough of Glassboro as an additional named insured, and the Certificate must be sent to the Parks and Recreation office at least seven (7) days before the event. Failure to do so will result in the cancellation of the event.
- Any cancellation of a confirmed rental within two weeks of your event will result in a \$50 cancellation fee. All fees paid will be refunded within 30 days minus the \$50 cancellation fee. If a date is booked one year in advance, and cancelled within 6 months of your event, your \$250 security deposit will not be refundable.
- Possession or consumption of alcoholic beverages is prohibited.
- The maximum seating capacity in the room is 100 people with tables, 120 people without tables
- The room shall be left in clean condition. Renter shall remove all decorations, do a general clean-up and collect and remove all garbage/trash from the Center and grounds. Trash shall be placed in the outdoor containers.
- Taping, tacking, nailing, or otherwise affixing decorations to the walls, ceilings and/or floors of the Center is prohibited.
- Absolutely NO GLITTER allowed when decorating.
- If the Center and grounds are not cleaned to the Borough’s satisfaction, then the security deposit fee of \$250.00 will be kept to cover cleaning expenses. In the event any cleaning expenses exceed the \$250.00, then the renter shall be responsible to pay for the full cost of such clean-up.
- In no way shall the event disturb the quiet enjoyment of the residents of the Borough of Glassboro
- No rentals for regularly scheduled religious services will be permitted.
- Any reservation made a year in advance will only be granted for Friday, Saturday, and Sunday availability.
- Center equipment, supplies or materials shall not be removed.
- No group/organization may store equipment or other property at the Center.
- Animals and/or pets are prohibited from inside the Center and outside on the property, with the exception of service animals.
- Open flame candles, smoke or bubble machines are prohibited inside the Center.
- No firearms or weapons of any type shall be permitted in the Center or on the property.
- Borough staff reserve the right to enter and observe all events while they are taking place at the Center.

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. 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.
- 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:

1. Dr. Robert Renlund Park Facility Code: 4990 066 <https://app.gatherguard.com/?v=4990-066>
2. South Delsea Dr. Park Facility Code: 4990 067 <https://app.gatherguard.com/?v=4990-067>
3. East New Street Park Facility Code: 4990 068 <https://app.gatherguard.com/?v=4990-068>
4. Martin Luther King Center Facility Code: 4990 069 <https://app.gatherguard.com/?v=4990-069>

- Use the Borough's Venue ID CODE listed above 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-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

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**.