

South Hackensack Recreation Commission

227 Phillips Avenue

South Hackensack, NJ 07606

Veteran's Park Field Permit Request Guidelines

Field permit requests must be in writing, addressed to the South Hackensack Recreation Commission, and must contain the following information:

1. Type of Use: i.e., soccer, softball, company picnic, etc.
2. Date(s) requested and time requested (start and finish time)
3. Name, address, phone number and e-mail address for a contact person.

At the time the request is made, the applicant must also submit a current "Certificate of Insurance" naming the "Township of South Hackensack" as the certificate holder. This insurance certificate must provide general liability, bodily injury and property damage coverage with minimum limits of liability not less than:

1. \$300,000 for an individual
2. \$500,000 for a non-profit organization
3. \$1,000,000 for a profit making organization or corporation

The Township also requires a "Hold Harmless Agreement" to be filled out, signed and witnessed before the permit will be issued. This form can be mailed, faxed or e-mailed to you for you to fill out and return.

The permit request, Certificate of Insurance and Hold Harmless Agreement should be sent to the Town Hall to the attention of the Recreation Commission. The request will be discussed and voted on at the next Recreation Commission meeting, which is held the 2nd Wednesday of every month at 7:30pm. You may, but do not have to be present at this meeting. However, if there are any questions, regarding your request and you are not present, the request may have to be delayed until next month's meeting.

When your request, if approved, a written permit will be issued and sent to you. The permit must be with the organization to which it was issued each time you use the field. The South Hackensack Police Department may ask you to produce the permit for inspection.

Please be advised that Veteran's Park is not to be used as a "league field"; the team to whom the permit is issued must be playing in each game that uses the field. Also be aware that the CONSUMPTION OF ALCOHOLIC BEVERAGES IN VETERAN'S PARK IS STRICTLY PROHIBITED. Violators will have their permit revoked.

SUBMIT APPLICATION TO: recreation@southhackensacknj.org.

- E. Firearms ID: \$10.. [Amended 12-11-2003 by Ord. No. 2003-22]
- F. Escort service: \$5 each way, \$10 round trip, said service subject to availability.
- G. Police examination fees: \$35 per applicant for the written examination and an additional sum not to exceed \$65 per applicant for the oral examination, the latter to be fixed by resolution of the Township Committee based on the anticipated cost to conduct such oral examination.

§ 108-3. Chapter 63, Recreation Commission. [Amended 11-8-2007 by Ord. No. 2007-12; 7-15-2010 by Ord. No. 2010-07]

- A. The Recreation Commission may charge a fee for admission to a Township-sponsored and scheduled event not to exceed \$100.
- B. The Recreation Commission shall charge a fee to any nonresident or non resident group submitting application for approval for use of the Veteran's Park field and/or facilities. Said fee shall be \$50 per day or in the event of an application for use on multiple dates the maximum fee chargeable to said nonresident or nonresident group shall be \$300 per calendar year.
- C. Any nonresident or nonresident group shall post with the Township cash or other acceptable form of surety in the amount of \$250 to be used or applied towards the costs to repair any damage or to defray the cost of labor and/or material required for cleaning of the park and or facilities. This posting shall in no way restrict the Township or Recreation Commission from requiring further or other security as authorized by Chapter 63, § 63-2B of this Code.
- D. For purposes of this chapter, a nonresident shall be defined as any individual who cannot produce evidence of residency by virtue of current driver's license, deed, lease, current utility bill or other acceptable evidence of residency. Any group of multiple users shall be considered nonresidents for purposes of this chapter if more than 51% of the group cannot produce evidence of residency as required herein.

§ 108-4. Chapter 74, Alarm Systems.

Pursuant to § 74-2, entitled "Assessment of fee for false alarms," such fee upon the third false alarm and each subsequent false alarm during any single calendar month shall be:

- A. As to a burglar alarm upon a residential property: \$25.
- B. As to a fire alarm upon a residential property: \$75.
- C. As to a burglar alarm upon a nonresidential property: \$50.
- D. As to a fire alarm upon a nonresidential property: \$75.

South Hackensack Recreation Department

PERMIT # _____ **is issued to** _____

As a Representative of the _____

For the use of the Township of South Hackensack Veterans Park/Phillips Avenue

On _____ **from (time)** _____ **to** _____ **provided**

the following rules are agreed to:

- 1. All requests must be in writing and presented to the SH Recreation Department for approval.**
- 2. The Organization must show proof of Insurance covering this type of activity.**
- 3. The individual signing for the permit form said organization be responsible for cleaning up the entire area of refuse including cigarette butts and to rake the infield smooth after each game or practice. (A telephone number must be provided to contact someone if the above is not adhered to)**
- 4. No Alcoholic beverages at any time allowed on the field, in the bleachers, parking lot or any property of the park.**
- 5. The permit must be with you while you are using the field in order that the police can verify its proper use.**
- 6. The SH Recreation reserves the right to cancel any permit at any time.**

Signature of applicant _____

Telephone Number _____

Issued by _____ **Date** _____

HOLD HARMLESS AGREEMENT

Between the Township of South Hackensack

and

Organization Name/ Personal Name

Address

Telephone Number

Organization Type

In consideration of the use of _____ on the
following dates: _____ for the
purpose of _____ the

undersigned agrees to indemnify and hold the Township of South Hackensack and its officers,
agents and employees harmless from any and all liability, claims, costs and attorney's fees
arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Township of South
Hackensack is indemnified from any losses or damages resulting from the acts or omissions from
any guest, participant, visitor or other person attending the event herein referred to. Unless
waived in writing by the Township of South Hackensack, I agree to furnish a Certificate of
Insurance specifically naming the Township of South Hackensack as an additional insured
providing general liability, bodily injury and property damage coverage with minimum limits of
liability not less than \$1,000,000 combined single limit. Said certificate shall state that "the
issuing company shall mail 30 days written notice to the certificate holder named, certified mail
return receipt." It shall also contain a statement acknowledging this hold harmless agreement.
No exceptions or limitations will be accepted.

In order to induce the Township of South Hackensack to accept this hold harmless agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages NOT BE served. _____ . (Please Initial)
- b. Total number of persons anticipated is _____.
- c. Live entertainment (will) or (will not) be provided.
- d. Other _____.
- e. Emergency Contact Number for Police Department _____.
- f. If no Certificate of Insurance is provided- please initial here. _____
- g. BBQ is NOT permitted- please initial here _____.

Signed this _____ day of _____ 20____ as the binding act in deed.

Name of Organization/Personal Name

Authorized Signature

Witness

Note: Certificate of Insurance shall be in original form. No photocopies or fax copies shall be accepted. It shall also be signed in ink by the authorized person.