

PLAINFIELD DIVISION OF PARKS & RECREATION

IN THE COUNTY OF UNION
STATE OF NEW JERSEY
510 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY
(908) 753-3097 / (908) 226-8038 Fax

Facility Usage Fee

\$25.00 Per (2) HOUR BLOCK – FACILITY USE FEE

****FEE MUST BE PAID BY CHECK OR MONEY ORDER AT TIME OF APPLICATION APPROVAL****

PARKS & PLAYGROUNDS APPLICATION USAGE

Complete this application. **Print in ink or type.** Incomplete or illegible applications will not be processed. Sign & date the application.

The Name on this request is the person who will be held responsible for the terms of this permit:

NAME: _____ TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ ZIP: _____

Day Phone _____ Evening Phone _____ Cell Phone _____

Park or Playground requested: (please check one)

Bryant School Playground _____	Hannah Atkins Playground _____	Madison Playground _____
Mathewson Playground _____	Milt Campbell Field _____	Joe Black Jr. Baseball Field _____
Rushmore Playground _____	Seidler Field _____	Other _____

Describe what type of activity or function this is and the purpose: _____

Specify dates(s) and exact hours requested:

Specify area(s) of park or playground requested: (ie. Basketball Court, Baseball Field, Football Field, Concession Stand, Picnic Areas, Parking Lot, Open Field, etc.)

Number of people to be in attendance at your event: _____

Number of players in your league/organization that will utilize facility during requested time(s):

_____. ****LEAGUES/ORGANIZATIONS MUST ATTACH ROSTERS****

Specify all items of equipment requested: (ie: Sports Lighting, Scoreboard, Markers, etc.)

Will there be signs, banners, and, or trail markings displayed? Yes _____ No _____
(If yes, banners that promote sex, violence and drug/alcohol will not be permitted for **any application**)
(Include diagram/with dimension & language of banner).

Will there be food vendors with food being sold to participants and public? Yes _____ No _____
If yes, you must obtain a **Letter of Authorization to be a vendor** from the Division of Parks & Recreation,
Health Permit from Health Department and **Peddlers Permit** from the City Clerks office.

Will there be music? Yes _____ No _____ If yes, DJ _____ Band _____ Radio/CD's _____ Other _____

Will tents be set up? Yes _____ No _____ If yes, how many and what size? _____

Please list any additional items that you plan to have at your event, such as a grill, bounce house, etc:

If approved, you will be issued a permit and notified regarding the following:

- ___ You may be required to provide a certificate of insurance naming the City of Plainfield as an additional insured. Amount to be determined at time of approval.
- ___ You may be required to hire Plainfield Police Officers at the prevailing overtime rate. Number of officers and hours needed to be determined at time of approval.
- ___ You may be required to obtain a Mayor's/Entertainment Permit.

I hereby agree to release and hold harmless the City of Plainfield, its officer, agents, and employees, from any demand, claim, liability, damages, losses, suits, obligations, actions, causes of action or judgment including attorney fees and costs, which may occasioned by any injury that may sustain by participating in any City of Plainfield activity. My signature below indicates that I acknowledge and fully understand all the provisions stated on this form.

Signature _____ Date _____

.....
For Office Use Only (Please check)

APPLICATION APPROVED: _____

APPLICATION DENIED: _____ **REASON FOR DENIAL** _____

APPLICATION APPROVED W/ RECOMMENDATIONS (See Below): _____
