

**East Brunswick Department of Recreation, Parks & Community Services**  
**334 Dunhams Corner Road**  
**East Brunswick, NJ 08816**

Facility Reservation Application

Please complete and return to the Department of Parks & Recreation with payment. Once authorized, a copy will be returned.

**Proof of residency or Not for Profit Status is required – You MUST attach a copy of your driver's license.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Not For Profit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Desired: (No Rain Dates Permitted) \_\_\_\_\_ Hours Desired: \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Purpose: \_\_\_\_\_

Facility1 Requested: \_\_\_\_\_

Facility2 Requested: \_\_\_\_\_

Facility3 Requested: \_\_\_\_\_

**Bicentennial Park:** Picnic Grove A, Picnic Grove B, Soccer Field, Soft/Baseball Field, Tennis Court(1-4), Basketball Court, Volleyball Court(1-2), Handball Court(1-2), Open Playing Field

**Heavenly Farms:** Multipurpose Field A, Multipurpose Field B, Soft/Baseball Field C

**Welsh Park:** Picnic Area, Soft/Baseball Field,

**Pine Ridge Park:** Picnic Area, Basketball Court, Tennis Court(1-2), Soft/Baseball Field

**Lenape Park:** Tennis Court(1-2), Pickleball Court(1-2), Basketball Court

**Great Oak Park:** Picnic Area

**Country Lane Park:** Soft/Baseball Field, Basketball Court, Tennis Court(1-2), Picnic Area

**Community Park:** Tennis Court(1-4), Pickleball Court(1-6), Basketball Court

**Dideriksen Park:** Grass Soccer Fields

**Community Arts Center:** Outdoor Amphitheatre, Taubenslag Theatre, Community Room, Meeting Room

This form only acts as a Park, Field & Facility Reservation Application and does not guarantee a permit to applicant. Upon receipt of application, the Department of Recreation, Parks & Community Services will determine availability of facility. A fee estimate will be developed and returned to applicant after determining availability of facility requested. Permit is NOT complete or accepted until applicant makes proper payment and returns all appropriate paperwork to the Department of Recreation, Parks & Community Services.

Any and all damage must be reported to Recreation & Parks Employee immediately – any damage found after event that was not reported prior to event will be assessed to applicant and future usage shall be declined.

**No "Blanket" Permits will be Granted: A practice/game schedule is mandatory. Permits are NOT transferable.**

- Will an outside vendor be retained? YES NO (Provide Insurance Certificate & Registration for vendors)
- Vendors must obtain all necessary Health and Fire Permits from the Health and Fire Marshall's Offices.
- Park Rangers may be assigned, with a fee, by the Department of Parks and Recreation based on event requirements and expected attendance.
- Any violation of Regulations or Township Ordinances will result in the cancellation/termination of event and/or assessment of additional fees or fines.

**HOLD HARMLESS AGREEMENT**

“To the fullest extent permitted by law, \_\_\_\_\_ (Name of Contractor/Vendor/Facility User) agrees to defend, pay on behalf of, indemnify, and hold harmless the Township of East Brunswick, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Township of East Brunswick, 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 Township of East Brunswick, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Township of East Brunswick, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected to alleged negligence on the part of \_\_\_\_\_(Name of contractor/vendor/facility user.)”

BY: \_\_\_\_\_  
Contractor/Vendor/Facility User                      Date

The undersigned representative certifies that those using the facility agree to abide by the regulations established by the East Brunswick Department of Parks and Recreation and that all the information provided is complete and correct, and that no false or misleading information, or false statements have been given.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSURANCE REQUIREMENTS**

Authorization for the use of Parks facilities is contingent upon the applying organization furnishing a copy of a Certificate of Insurance naming the Township of East Brunswick as “Additional Insured”. Failure of the applicant to provide a valid certificate of insurance will render the application invalid and prohibit use of the facilities. See below for insurance requirements.

- a. General Liability \$1,000,000
- b. Township of East Brunswick named as “Additional Insured”
- c. Hold Harmless

Make Payments:  
Payable to “Township of East Brunswick-Recreation & Parks”  
334 Dunhams Corner Road  
East Brunswick, NJ 08816

	Resident Non-Profit	or	Non-Resident or For-Profit Org.
Picnic Grove Reservation	\$40.00		\$80.00
Heavenly Farms Fields – First 2 Hour Block	\$100.00		\$200.00
Additional 2 Hour Block	\$150.00		\$300.00
Sports/Open Field (Grass) – 3 Hour Block	\$25.00		\$50.00
Volleyball Courts – 3 Hour Block	\$25.00		\$50.00
Basketball Courts – 3 Hour Block	\$25.00		\$50.00
Tennis/Handball Courts – 1 Hour Block	\$10.00		\$20.00
Vendor Permit (Daily)	\$50.00		\$50.00
Vendor Permit (Seasonal)	\$150.00		\$150.00
Park Ranger – Per Ranger/Per Hour	\$30.00		\$30.00
Park Maintenance Employee – Per Employee/Hour	\$35.00		\$35.00
Special Use Permit	\$300.00		\$500.00

For Office Use Only

Special Use Permit: Yes \_\_\_\_\_ No \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 Fee Assessed: \$ \_\_\_\_\_

Park Ranger Assignment: Yes \_\_\_\_\_ No \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 Fee Assessed: \$ \_\_\_\_\_

Park Ranger Assigned: \_\_\_\_\_

Park Maintenance Assignment: Yes \_\_\_\_\_ No \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 Fee Assessed: \$ \_\_\_\_\_

Park Maintenance Assigned: \_\_\_\_\_

Other: \_\_\_\_\_  
 Other Fee Assessed: \$ \_\_\_\_\_

Permit Approved: \_\_\_\_\_ Permit Denied: \_\_\_\_\_  
 Total Fee Assessed \$ \_\_\_\_\_

Payment:  
 Cash Amount: \_\_\_\_\_  
 Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Credit Card Amount: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Facility Use Regulations

Your cooperation in abiding by these regulations will make park use more enjoyable for all. Should you have any additional questions regarding the use of East Brunswick Parks, please feel free to call the Department of Parks & Recreation at 732-390-6797. Should you need to contact a Park Ranger during your reservation time, please call the Police non-emergency number, 732-390-6900. **If you have an emergency, call 9-1-1.**

The permitted area shall be left in good condition. Individual/group is responsible for all damage by its agents, participants and/or spectators.

Guidelines:

- Clean your area when you are finished. Deposit all trash in receptacles provided.
- Glass containers are prohibited in all parks and public purpose areas.
- All aluminum containers must be recycled in receptacles provided in parks.
- No smoking is permitted in any Township Park.
- **Alcoholic beverages are prohibited.**
- Extinguish all grills completely. Cold ashes and briquettes are to be disposed of properly and safely.
- Please use paper products, no styrofoam.
- Confine all vehicle traffic to paved roadways. **Park in designated areas only.**
- Abide by the hours of operation posted in each park. Make sure areas are cleaned before closing.
- Do not move picnic tables or trash cans from one area to another.
- Observe all directives of the Park Ranger, Parks Employee, and Emergency Services Personnel.
- Respect other park users by keeping noise levels within reason.

Please note: All permit holders using park facilities are subject to the same general rules as stated in Chapter 158 – Code of East Brunswick Township. Failure to comply with these regulations may result in immediate revocation of the permit, a summons, and possible ejection from the park/program.

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## Reservation Policies and Procedures

**Payment and certificate of insurance MUST be attached to a completed application to be considered for a reservation.**

- Permit valid only under the provisions of Chapter 158 of the Code and the Regulations of East Brunswick Township.
- All cancellations and refund requests must be made at least two days prior to your scheduled event. Cancellation without proper notification will result in the forfeit of fees. Contact the Department of Parks and Recreation at 732-390-6797 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
- The maximum number for group picnics is fifty (50) individuals. (Township schools and community organizations are exceptions and qualify as special events.)
- The facility user shall not be allowed access to the facility until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality.
- Township authorized leagues have first preference in scheduling of facilities.
  - Coaches of approved sports leagues must have a copy of the Township's approved facility use application in their possession.
- The Township shall not be responsible for any loss or damage which the User suffers from the cancellation of a scheduled event resulting from the Township's activities or circumstances or events beyond the control of the Township, or where User has failed to satisfy all requirements set forth in this policy.
- The Township of East Brunswick, in its sole discretion reserves the right to cancel any event in the best interest of the Township, or where necessitated by circumstances, or reason beyond the control of the Township.