

## FACILITIES USE REQUEST APPLICATION

*Includes Block Party's and Road Closure Requests (Non-Profit Organizations ONLY)*

**Submission REQUIRED at least 30 Days Prior to Event**

**\*\*Requests may be subject to Governing Body Approval.**

Application Date:		Are you a Non-Profit? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Organization Name and Contact Person:			
Phone (Cell/Business):		Contact Phone for Public:	
Organization Address:			
E-mail:		Website:	
<b>EVENT DETAILS (Use Separate Sheet if necessary)</b>			
Title of Event			
List Day(s) of Event:			
Start Time:	End Time:	Set Up Start Time:	Breakdown End Time:
MUNICIPAL PROPERTY REQUESTED:(Check all that apply)			
<input type="checkbox"/> Bishop Nazery Way Parking Lot	<input type="checkbox"/> Gramby Park @ Abbett	<input type="checkbox"/> Town Hall Parking Lot	
<input type="checkbox"/> Burnham Park	<input type="checkbox"/> Lidgerwood Park	<input type="checkbox"/> Town Hall Front Lawn & Steps	
<input type="checkbox"/> Cauldwell Park			
<input type="checkbox"/> Pioneer Plaza require HQ's Management approval. Contact: Christina Honthy, Sr. General Manager: <a href="mailto:christina.honthy@am.jll.com">christina.honthy@am.jll.com</a>			
<input type="checkbox"/> Vail Mansion Lawn <b>requires Condo Association approval. Contact: <a href="mailto:asmyth@taylormgt.com">asmyth@taylormgt.com</a></b>			
Approvals must be attached to this application at the time of submission.			
Estimated Attendance:		Attendance in previous years (If applicable):	
Will this event be open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will food (cooked, ready-to-eat, prepackaged, etc.) and/or non-alcoholic beverages be served, distributed or sold at this event? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If Yes, please contact the Health Division at 973-796-1975 for Permit.</b>			
Will there be food trucks? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many?			
Will you be using a generator? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will you be installing electrical wiring? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain in an attachment.			
Will any beer, wine or other alcoholic beverages be present? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will any beer, wine or other alcoholic beverage be sold ? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will a sound stage or reviewing stand be included? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will you conduct Raffles or Game of Chance? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, a permit from the Town Clerk's Office is required.			
<input type="checkbox"/> Check Here if Additional Information is attached			
<b>Applicant must submit a valid Insurance Certificate, identifying the Town of Morristown as certificate holder and a Hold Harmless Agreement.</b>			
Name of Insurance Carrier:		Policy Number:	
<input type="checkbox"/> Check here to acknowledge that a fee may be required for the purpose of public safety. The Morristown Police Bureau and Division of Public Works reserve the right to invoice any party that requires Public Safety assistance. Additionally, the Town reserves the right to deny a request for this reason.			

### **Directions for Use of Park and Recreational Facilities**

1. Check with the Recreation Office to see if facility is available on date required. Call 973-292-6717 or e mail [rec@townofmorristown.org](mailto:rec@townofmorristown.org)
2. Complete application completely (Please type or print neatly).
3. A Certificate of Insurance, naming the Town of Morristown as Certificate Holder and Additional Insured must be attached. The combined single limit liability should be no less than \$1,000,000.00. Also, a Hold Harmless Agreement in favor of the Town of Morristown shall be noted on the Certificate as "HOLD HARMLESS/INDEMNIFICATION CLAUSE: The Insured will protect, defend, indemnify and hold harmless the Certificate Holder from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities arising out of or resulting from the performance of the work or completed operations provided that any such claims, damages, loss or expense is attributable to or destruction of the tangible property including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Insured."
4. Attach a schedule of events, games, etc.
5. For special requests, carefully read Park Rules and Regulations (second page attached to this application).
6. Application should be received by the Recreation Office at the above address at least one (1) week in advance of event for review.

### **Rules and Regulations for the use of Morristown Town Hall Facilities**

1. The meeting room will only be made available to the public when it is not needed for use by the Town of Morristown. In the event that Room 201 (etc.) is reserved, and then, for reasons not anticipated by the Town at the time of the reservation, needed by the Town on an emergent basis, the Business Administrator may require the person or entity who reserved the room to either rescheduled the event, or hold it in another room within the municipal building, if such is available.
2. Subject to availability, Room 201 (etc.) will be made available to Morristown based; not-for-profit or civic organizations on a first come first served basis. If the organization requesting the use is religious in nature, it may only use the room for nonsectarian purposes. The room may not be used for political purposes to advance the candidacy of any person running for elective office or to advance any political party. Persons or entities seeking to use Room 201 (etc.) shall make their request in writing to the Business Administrator at least two weeks prior to their event and include all pertinent documentation listed below.
3. Any person or entity using the Room 201 (etc.) must submit to the Business Administrator a clean-up deposit of \$25, to reimburse the Town in the event that the room or lavatories are left in a condition requiring more than ordinary clean-up by Morristown employees. Absolutely no beverages or food are permitted in Room 201 (etc.).
4. The entity requesting use of Room 201 (etc.), shall provide a certificate of insurance for general liability naming the Town of Morristown as an additional insured, and shall sign a hold harmless agreement, agreeing to reimburse the Town for any damage to Town property occasioned by its use of the premises, and to indemnify and hold the Town harmless from any claims arising out of the use of the room that are not the result of the negligence of the Town, or a condition of the building, for which the Town is responsible. The Business Administrator may waive the requirement for a certificate of insurance if the following conditions exist:
5. The entity does not invite persons other than members to the event for which it is using the room;
  - a. the entity's previous use of the room has not caused problems with the Town in connection with said use;
  - b. the entity does not carry liability insurance; and
  - c. there is no other specific reason for which the granting of the waiver would be against the best interests of the Town.The Town of Morristown reserves the right to deny permission to use Room 201 or other room within the municipal building if, based on past usage, that person or entity damaged Town property, was disruptive, or otherwise caused the Town problems in connection with prior use of the room.
6. Time limitations on use of the room:
  - a. No organization that plans to use the room on a regular basis may reserve the room for more than four-hours at one time in any month, except as provided below.
  - b. An organization may reserve the room for a special event or series of events in a given month in excess of a single four hour slot, provided that the total time for the event or series of events does not exceed eight hours.
  - c. The Business Administrator may make an exception these requirements upon his determination that such use will not adversely affect municipal operations or unreasonably deny other organizations the opportunity to use the room.
7. The following are restrictions to the use of any public room. The Applicant shall be responsible for enforcing these restrictions and assuring compliance by all attendees.
  - a. No alcoholic beverages will be served anywhere in Town Hall. No food or beverages are allowed in room 201
  - b. There shall be no posting of signs (except on blue sign boards provided in the hallways) or otherwise affixing of anything else to the walls or anywhere else in Town Hall, arrangements must be pre-approved in other facilities.
  - c. There shall be no moving of furniture (whether belonging to the Town or to the applicant) into or out of any room without prior approval of the Business Administrator.
  - d. The maximum occupancy of Room 201 is 45 persons. The occupancy limit of any room, which is used, must be adhered to.
  - e. Town Hall is a smoke free building, and there shall be no smoking permitted anywhere within the building.
  - f. Permission to sell or advertise any items in conjunction with the use of the room must be requested in writing, and must be approved by the Business Administrator. Generally, the sale or advertisement of commercial products will not be approved.
8. Requests to use Town Hall facilities shall be made using the form prescribed by Business Administration.

### **Rules and Regulations**

#### **Governing the Use of Public Recreation Facilities in accordance with Chapter 146, Park Ordinances, Morristown, New Jersey**

1. Permission for the use of public recreation facility shall be obtained from the Department of Public Works which reserves the right to request information as may be reasonably required in considering the application for permission to use any public facility. (CONT'D ON NEXT PAGE)

2. The person or persons to whom any permit is issued under these rules and regulations and ordinances of the Town of Morristown shall be liable for all loss, damage and injury sustained by any person or persons whatever by reason of the willful misconduct or negligence of the person or persons to whom such permit shall have been issued, of their agents, employees, contractors, guests and invitee (express, presumed or implied by law).
3. No person shall bring into, sell, buy, expose for sale, use or give away any alcoholic beverage in any park, except that beer in unbreakable containers is permitted in parks and other recreational areas other than children's playgrounds, provided that a Beer Consumption Permit is obtained from the Department of Public Works prior to use or consumption in any park.
4. No person shall alter, damage or deface any public property or appurtenance thereof in any park or public facilities.
5. No person shall expose or offer for sale any foodstuffs, products, articles or things, nor shall he/she station or place any stand, cart or vehicle for such transportation, sale of any foodstuffs, products, articles or things, except such persons as may be duly licensed by the Town of Morristown for the sale of such commodities in public parks.
6. Littering and bringing into any park containers that are breakable is illegal.
7. Parks are open to the public from sunrise to sunset, unless specific hours of opening and closing are posted.
8. No person shall interfere with or fail to obey any police officer or parks and playground personnel in the proper performance of his/her duties in any park.
9. No person shall park any vehicle in other than an established or designated parking area.
10. Any person who shall violate any provision of Chapter 146, Park Ordinances of the Town of Morristown shall, upon conviction, be punished by a fine not to exceed \$500.00 for each offense, or by imprisonment for a term not to exceed ninety (90) days, or both.
11. Permit issued by the Department of Public Works for use of a public recreation facility must be presented to any resident or Town employee upon request.
12. Team roster and game schedules are required.

**Lidgerwood/Cauldwell Park Key Agreement & Disclaimer  
For Park Permit Holders Only**

- The Permit Holder is responsible for Key(s) issued under this Agreement.
- The Key (s) should not be provided by the Permit Holder to any third-party.
- A \$50 Key deposit must be left at the time of Key pickup and will be forfeited if the Key(s) are not returned in accordance with the terms of this agreement.
- The Permit holder is required to return all Keys to the Morristown Recreation Office, the next business day following the scheduled event and is required to sign Key return portion of this agreement to receive the deposit.

**Department of Public Works Agreement & Disclosure**

The Permit Holder is responsible for any and all fees associated with trash, recycling, use of traffic control services and for any container lost or not returned.

By signing below, I certify the following:

- a. I have the authority to act in this matter on behalf of the organization named in this application.
- b. I have read the regulations governing the use of this facility and agree to abide by them.
- c. I understand that the reservation for the requested use is not final until this application has been accepted by the Business Administration, and the required deposit paid and insurance certificates provided.
- d. If use of any facility is approved, the organization agrees to reimburse the Town for any damage to its real or personal property occasioned by the use of the premises, and to hold the Town harmless from any claims arising out of the use of the facility that are not a result of the negligence of the Town, or a condition of the building for which the Town of Morristown is responsible.
- e. I understand that if the Town requires the reserved room on an emergency basis, the use of the room/facility may have to be rescheduled.
- f. If applicable, I have read the Rules and Regulations of the Division of Recreation governing the use of Morristown Recreational facilities. I hereby agree to abide by and enforce them. I further agree that my organization will be responsible for any damages rising from the use of these facilities if found to be the ones causing the damages.
- g. I understand the requirement to provide Certificate of Insurance and Hold Harmless Agreement (attached to this application).
- h. I acknowledge that I am aware of and understand the Morristown Recreation Key Agreement noted above.

Applicant Signature:		Submittal Date:	
<b>**DO NOT WRITE BELOW THIS LINE** OFFICIAL USE ONLY</b>			
Application Received by:		Date Received:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Council Approval Required	Council Meeting Date:
Business Administrator Approval:			Date: