

# Fair Haven Parks and Recreation Department

## Facility Request Form

Organization/Club/League Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Town/State/Zip \_\_\_\_\_

Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Insurance Provider: \_\_\_\_\_

Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**FAIR HAVEN FIELDS**

Top Field       Lower Field #1       Lower Field #2       PIT

Baseball/Softball      FHF#1       FHF#2       FHF#3       FHF#4   
 Concession Stand       Concession Stand Meeting Room

**FAIR HAVEN COMMUNITY CENTER**

Community Center Meeting Room       Basketball (Green)       Basketball (Blue)

Baseball/Softball North Field       Baseball/Softball South Field

**MCCARTER PARK**

Basketball       Multi-Use Field

**FAIR HAVEN DOCK**

Dock Use

**BICENTENNIAL HALL**

Hall Use

**Reason for Use & Special Request:** \_\_\_\_\_

If this application is approved, \_\_\_\_\_, (Name of person /organization) will assume responsibility for any damages thereto or loss of property that may occur, and for the due observance of all rules and regulations of the Borough governing use of such areas and/or facilities. As the applicant, I realize that all areas and facilities shall be inspected by me prior to use. If I believe there is a safety issue, I will report this to the Fair Haven Recreation Department at 732 747 0241 (x216) and immediately end use of the facility. After use, I agree to leave the facility in a clean and safe manner. I further understand that approval of this application will be withheld until proof of other authorized documents are presented to the Recreation Department.

By signing this form, I/we hereby agree to participate in the activity indicated above. Further, I/we agree to assume responsibility for any injury or illness resulting from said activity, and do hereby hold harmless, and waive all rights and action I/we may have against the Borough of Fair Haven, Fair Haven Recreation and any facility involved in this facility usage. By signing the form I understand that I am responsible for the actions of my group while they are using the Borough Facility. By signing this I agree that I am using the Borough Facility for the above activity only.

I/We agree to abide by all rules, regulations and policies set forth by the Fair Haven Recreation Department and the Borough of Fair Haven.

- Please make sure your group is aware of the rules of the facility for which you are using.
- Children must be accompanied by an adult at ALL times!

Please note: The Fair Haven Concession Stand meeting facility is not handicapped accessible; any individual who has a physical impairment or limitation which precludes their entrance to this meeting facility may request special accommodations or an alternative location. The Borough of Fair Haven will provide an alternate safe and accommodating environment to meet your needs. All requests for accommodations should be directed to Fair Haven Parks and Recreation Office at 732-747-0241, extension 216.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete this facility request sheet and return along with Insurance Certificate to: Fair Haven Parks & Recreation Office, 748 River Road, Fair Haven, NJ 07704

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Parks & Recreation**  
*Facility Usage and Guidelines on reverse side.*

## Borough of Fair Haven Parks and Facilities Usage Fees

### Community Center

The Community Center is intended for community benefit and non-profit activities. 501C 3 organizations are exempt from fees.

#### Community Center Meetings

\$10 per day                      Total Days: \_\_\_\_\_                      TOTAL \$ \_\_\_\_\_

Camps/Instructional Workshops                      \$10/participant/week    No. Participants \_\_\_\_\_                      TOTAL \$ \_\_\_\_\_

### Fields

#### Camps

Greater of 10% per participant or \$10 per participant  
Nonprofit camps exempt  
Total participants \_\_\_\_\_                      Weeks: \_\_\_\_\_                      TOTAL \$ \_\_\_\_\_

#### Athletic Fields Tournaments

Monday-Saturday Tournament \$225                      \$ \_\_\_\_\_  
Monday- Saturday Employee Fee \$300                      \$ \_\_\_\_\_  
TOTAL                      \$ \_\_\_\_\_

TOTAL                      \$ \_\_\_\_\_

**One Time FIELD Use**                      \$25.00                      TOTAL                      \$ \_\_\_\_\_

**One Time DOCK Use**                      \$25.00                      TOTAL                      \$ \_\_\_\_\_

**Bicentennial Hall**                      **\$10 per 2 hours, \$50 max per day** for residents                      \$ \_\_\_\_\_  
   **\$25 per 2 hour, \$100 max per day** for non-residents                      \$ \_\_\_\_\_  
\$250 deposit check for all groups.

- \*The deposit check must be received prior to use.*
- \*This check is to be dated for one week AFTER the use.*
- \*If no facility damage is reported, this check will be returned to the user or shredded.*
- \*If damage IS reported and the deposit needs to be used, the user will be notified. Damage to be determined by the Borough. If damage above and beyond the \$250 is accessed, the user will be liable for all costs.*

If a Public Works staff member is required to be present on a Saturday or Sunday for regular games, a fee of \$250 must be paid prior to the event. Please indicate accordingly.

**ALL FEES PAYABLE TO BOROUGH OF FAIR HAVEN**