

Fair Haven Parks and Recreation Department

Facility Request Form- Borough Facilities

For Use of Board Of Education (BOE) facilities- Knollwood/Sickles School, please refer to the [BOE 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 Not Available As Of 10/15/23

FAIR HAVEN COMMUNITY CENTER

*Community Center Meeting Room Not Available As Of 10/15/23

Basketball (Green)

Baseball/Softball North Field

Baseball/Softball South Field

BICENTENNIAL HALL

BOROUGH HALL COUNCIL CHAMBERS

MCCARTER PARK

Basketball

Multi-Use Field

FAIR HAVEN DOCK

Dock Use

KNOLLWOOD SCHOOL

Please refer to the BOE Facility Request Form

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, including pandemic illnesses, 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 sheet and return 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

Indoor facility use is intended for community benefit and non-profit activities. Borough recognized 501C 3 organizations may be considered for an exception.

Bicentennial Hall Resident group use \$10 per 2 hours, \$50 max per day _____
Non-resident group use \$25 per 2 hour, \$100 max per day _____
Deposit \$250

Borough affiliated groups exempt

FIELDS

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

Athletic Fields Tournaments \$100 Min. \$500 Max Per Field Per Day TOTAL \$ _____

Borough Organizations recognized by the Recreation Committee (Sports) \$5.00 per participant/season TOTAL \$ _____

One Time FIELD Use (2 hr max) \$50.00 (\$500 max 10 uses) TOTAL \$ _____

One Time DOCK Use (2 hr max) \$50.00 TOTAL \$ _____

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

FAIR HAVEN BOARD OF EDUCATION

APPLICATION FOR USE OF SCHOOL FACILITIES AND/OR GROUNDS

To Be Completed by Applicant:

Name	Address	Telephone
Contact Email	Organization	

SCHOOL FACILITY/AREA REQUESTED (CHECK) SCHOOL: ___ Knollwood ___ Sickles

___ Gym	___ All-Purpose Room/Auditorium
___ Stage	___ Classrooms (specify) _____
___ Outside Access to Lavatories	___ Playground Areas (specify) _____
___ Library/Media Center	___ Other (specify) _____

EXTERIOR DOORS MUST BE LOCKED AT ALL TIMES. APPLICANT IS RESPONSIBLE FOR DOOR MONITORS.

Day(s) and Date(s) Requested	Time: From - To
Type of Activity	Approximate Number of Participants

EQUIPMENT NEEDED (e.g., tables, chairs, podium, public address system, etc., excluding athletic equipment)

NOTE: For extensive set-up and take-down of chairs, organizations are asked to assist the custodian in charge.

DATES NOT AVAILABLE _____

RESPONSIBLE ADULT (IF DIFFERENT FROM APPLICANT):

Name	Address	Telephone
Signature of Applicant		Date

AN APPLICATION WILL BE CONSIDERED FOR APPROVAL ONLY AFTER THE ORGANIZATION HAS SUBMITTED A CERTIFICATE OF INSURANCE NAMING THE BOARD OF EDUCATION AS AN INSURED. SUCH INSURANCE SHALL INCLUDE LIABILITY FOR PERSONAL INJURY OF AT LEAST \$1,000,000 EACH ACCIDENT; \$3,000,000 AGGREGATE. (ADDITIONAL USE CONDITIONS ARE NOTED ON THE REVERSE SIDE. PLEASE READ CAREFULLY.)

Application is approved _____ Not approved _____

Police Officer Required: _____ Rental Fee: _____ Custodial Fee: _____

Signature of Superintendent	Date
-----------------------------	------

ADDITIONAL USE CONDITIONS

1. **Exterior doors must be locked at all times, propping them open is prohibited. It is the responsibility of the applicant to provide a responsible door monitor.**
2. Facilities are not available for use during scheduled holidays or vacation periods nor when schools are closed due to storm conditions..
3. Conflicting facility requests shall be resolved in accordance with the following priority listing (highest to lowest):
 - School Activities
 - School Organizations (e.g., PTA, study committees, etc.)
 - Local Non-Profit Organizations
 - Local Profit-Making and/or Private Organizations
4. Profit-making or private organizations or non-profit organizations requesting facility use outside of normal custodial work hours shall be charged a fee reflective of prevailing rates and conditions. Said fee shall be established in advance of application approval.
5. Facility use shall be confined to those areas for which application has been made and approved.
6. Rubber-soled shoes must be worn in the gym.
7. Smoking is prohibited (appropriate signs have been posted).
8. Alcoholic beverages may not be brought on school premises at any time.
9. Evening activities must be terminated by 10:00 P.M. unless exceptions have been approved in advance.
10. Activities involving children should be closely supervised to ensure safety and care of school property.
11. The District reserves the right to require a police officer at activities.
12. Organizations are asked not to bring their children to adult activities. We have experienced several recent incidents of property damage due to unsupervised youngsters.
13. Organizations should assume primary responsibility for clean-up after activities. Maintenance of clean and attractive buildings and grounds requires a cooperative effort.