

TOWNSHIP OF GREEN BROOK PARKS AND RECREATION FACILITY USE PERMIT

Date of Application: _____ Facility: _____

Name of Applicant: _____

Email Address: _____

Applicant Address: _____

Applicant Telephone: _____ (home) (work) (cell)

Date Requested: _____ Time Period: _____ Number attending: _____
(Pavilion Rentals are in the following time slots: 8:30a-10:30a, 11:00a-3:00p, 3:30p-7:30p)

Type of Event/Event Description:

Facilities to be used: Pavilion - Picnic Area – Ball field

Will alcohol be served? Yes/No
If yes, include fee (see below).

Will a caterer be used? Yes/No
If yes, what equipment will they
be bringing? _____

- Attach Certificate of Insurance if applying on behalf of a Business or Corporation OR
- Attach photocopy of Declaration Page of current Homeowner’s Insurance Policy if applicant is applying on his/her own behalf

AND

Attach a copy of Photo ID

Park Use Fee: \$ _____ Refundable Security Deposit: \$250
(Checks payable to “Green Brook Township”
See schedule for amount)

Alcohol Permit Fee (\$100 – Permitted for Green Brook Residents Only): \$ _____

Police Presence Fee (\$95 per hour(s) of event): _____
(Police presence required for all events over 100 people unless waived by Police Chief)

Signature of Applicant _____ Date _____

By signing the permit, you confirm that you have received a copy of the facility use agreement, Pavilion Permit Rules, General Park Rules, Insurance Requirements and agree to abide by the policies.

For Office Use

Twp Staff signature: _____ Permit Issue Date: _____

Police Chief Waiver: _____ (if applicable)

Check #
Permit Fee: _____
Deposit Fee: _____

Resolution 2020-07-06
2020 FEE SCHEDULE FOR PARK AND RECREATION FACILITIES

BE IT RESOLVED by the Township Committee of the Township of Green Brook, in the County of Somerset, State of New Jersey, that the following Parks and Recreation Facility Use Fees for 2020 be approved:

Green Brook Residents:

Green Brook Non-Profit Organizations **FREE**

Pavilion at Top of the World Park	(1-4 hours)	\$100
	(4-8 hours)	\$200
Field at Top of the World Park	(1-4 hours)	\$100
	(4-8 hours)	\$200
Pavilion at Arthur Lewis Park (no rentals prior to Township Committee action after September 2020)	(1-4 hours)	\$100
	(4-8 hours)	\$200
Use of Park behind Municipal Building	(1-4 hours)	\$50
	(4-8 hours)	\$100

Out-of-Town Residents:

Non-Profit Organizations **\$50**

Pavilion at Top of the World Park	(1-4 hours)	\$200
	(4-8 hours)	\$300
Field at Top of the World Park	(1-4 hours)	\$200
	(4-8 hours)	\$300
Pavilion at Arthur Lewis Park (no rentals prior to Township Committee action after September 2020)	(1-4 hours)	\$200
	(4-8 hours)	\$300
Use of Park behind Municipal Building	(1-4 hours)	\$100
	(4-8 hours)	\$200
(Refundable security deposit) (For all facilities)	\$250	
Police Presence Fee	\$85 per officer per hour of event \$10 per hour for vehicle usage if needed	

Police presence is required for all events over 100 persons unless requirement is waived by Police Chief or his designee.

TOWNSHIP OF GREEN BROOK FACILITY USE AGREEMENT

FACILITY RENTALS

Facility rentals will be taken on a first come, first serve basis, and only COMPLETE applications (including payment and security deposit) will be considered for reservation. Incomplete applications will not be accepted and dates will not be held.

ALL applicants requesting use of facilities and equipment must observe the following guidelines & requirements as well as the rules for the facility being reserved:

Liability: The Township of Green Brook assumes no liability for the applicants' use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Town harmless from any claim, liability, damage, loss or expense arising out of any activity or conduct of the applicant while using the facility in question. See Insurance Requirements Page for the required paperwork necessary for a permit.

Damages & Debris: Any and all damages to the facilities, equipment and other Township of Green Brook property, while being used by the applicant, will be the responsibility of the applicant and payable in full to the Township of Green Brook. The applicant will be responsible for leaving the facility as clean as it was prior to the function. Payment will include the costs of all labor, materials, and supplies to clean the facility or repair or replace the damage to the facilities, fields, equipment or property. The Township reserves the right to decline a permit to patrons who have incurred damages to Township of Green Brook property previously.

Policy of Non-Discrimination: Township of Green Brook facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, creed, national origin, physical or mental disabilities, political affiliation, affectional preference, sexual orientation, marital status or any other status protected by law. The Township of Green Brook does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

ADA Statement: The Township of Green Brook is committed to providing equal access to programs and facilities for individuals with differing abilities. Reasonable accommodation and support can be requested to provide access to desired programs and activities. Requests should be made at least 10 days in advance.

The individual signing this facility use agreement and the accompanying permit is responsible for ensuring that all policies in the Township of Green Brook's Facility Use agreement is followed. The representative should notify Green Brook Township immediately, upon arrival, if there are any maintenance/safety issues or damage to fields that need to be addressed (973-223-3305).

Applicant Acknowledgement – Initial Here _____

PAVILION PERMIT RULES

- The maximum occupancies are as follows:
 - Top of the World is limited to a maximum group of 100
 - Arthur Lewis Park is limited to a maximum group of 50
 - Spray Park reservations are done through a separate system and are not included in the pavilion rental, see Township website for details.
- All vehicles are to remain in the parking lot. No vehicles are allowed on the paths. This includes catering vehicles.
- You may have your event catered but must talk with the Township prior to event. Additional permits for catering may be needed from the Board of Health and the Fire Department.
- All trash generated by your event will be placed in trash bags and removed at the end of your event. “Carry in, carry out!” The trash receptacles within the park are not for your use. Bring a supply of large trash bags for any garbage generated by your group.
- Alcohol (without permit), Drugs, Vaping and tobacco products are not permitted on the property, including wooded areas.
- The Pavilions have picnic tables, which may be used but shall not be moved.
- Grilling is permitted only in the stationary grills adjacent to the Pavilion. No other fires are permitted in the park. When you have finished cooking, leave the ash and spent charcoal in the grills to cool. Ashes will be removed by Township staff.
- Wipe down the picnic tables, removing any drips or spills that may have occurred during your event. Remove any paper products, food and other spills from the concrete floor. Any litter left over from your rental will jeopardize your security deposit refund.
- Facility must be left in the same condition as it was prior to the event or the cost of cleaning, repair or replacement will be your responsibility.
- Report any breakage or uncleanliness of the facility to the office of the Municipal Clerk (732-968-1023 x6602) the next working day. The shelter will be checked and your deposit will be returned if the area was left clean and undamaged.

Applicant Acknowledgement – Initial Here_____

GENERAL PARK RULES

- Buses and organized day camps or pre-schools are not permitted.
- All children under 13 years of age must be accompanied by an adult.
- Guardians are solely responsible for supervising children in the developed and the undeveloped areas of the property, including paved areas, play and picnic areas and the wooded areas surrounding the park.
- Horseplay or other unsafe play, inappropriate language or disruptive behavior is prohibited.
- Proper footwear must be worn on the playgrounds.
- Littering is prohibited. All guests must utilize the trash and recycling cans located throughout the park.
- All dogs shall be licensed and shall be on a leash at all times, and shall not menace or bother other park guests. Dog owners shall be solely responsible for bags and for immediately cleaning up after their pet.
- Skateboards, scooters, roller blades or bikes are not permitted on the property, including the pavilion, all sidewalks and the parking lot. All bicycles must be stored in the bike racks upon arrival at the park.
- Drones, UAV's or any type of flying devices are prohibited.
- Alcohol (without permit), Drugs, Vaping and tobacco products are not permitted on the property, including wooded areas.
- Food is permitted within the park, but is not permitted on or in any play structure or splash pad feature.
- Glass, knives, fireworks, sparklers and firearms are not permitted. Violations will be police enforced, and guests will be ejected from the property.
- Grills are available on a first come, first serve basis, and must be properly extinguished and cleaned after use.
- Use of personal grills and sternos are prohibited.
- Pavilion reservations for birthday parties or similar celebrations shall be made through the Township Clerk.
- Video recording cameras are in use throughout the parks, 24 hours per day, 365 days per year.
- No person shall willfully destruct, mark, disfigure, paint, deface or tamper with any building, table, bench, railing, sign, monument, plaque, bollard, playground or splash pad equipment, or any other structure or equipment owned, maintained, or otherwise under the control of the Township. Violators are subject to prosecution.
- No person shall remove or damage any natural resources or beauty in or surrounding the park, including any rock, stone, soil, tree, shrub, grass, or plant.
- No person using the rest room facilities shall fail to cooperate in maintaining the rest room in a neat and sanitary condition.
- No person shall remain in any building or upon any land or recreational facility after the park is closed.
- Follow all posted rules within each park and portions of park (i.e. spray park)
- Arthur Lewis Park:
 - Minimum age to use Fitness Court – 14 years of age
 - Water shoes with a heel or heel strap or similar footwear must be worn in the splash pad area.

Applicant Acknowledgement – Initial Here_____

INSURANCE REQUIREMENTS FOR ALL RESERVATIONS

The Township of Green Brook assumes no liability for the applicants' use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Town harmless from any claim, liability, damage, loss or expense arising out of any activity or conduct of the applicant while using the facility in question.

Green Brook and Non Green Brook Residents – Private Rental- All private rentals must provide proof of residency (driver's license) and must produce evidence of *their* homeowner's/renter's insurance policy by attaching a photocopy of the Declaration Page of current Homeowner's Insurance Policy.

Corporate/Groups- If a reservation is booked for a Business, Corporation, Group or Organization, the responsible party making application on the group's behalf must provide a Certificate of Insurance 5 days prior to the event naming Green Brook Township as an additional named insured, which will be covering the date of stated event, and the policy must have the following limits:

- \$1,000,000.00 combined single limit with an aggregate of \$2,000,000.00
- "Green Brook Township" is named as additional insured
- Park, Date and Time of event reservation is clearly stated on the Certificate

Example: "Green Brook Township" is hereby named as "Additional Insured" for a Group Picnic to be held at Top of the World Park on June 30, 2020, 3-9 pm.

If a Resident does not have homeowner's insurance or if an organization does not have general liability coverage, per the above then a "Special Events" Certificate of Insurance must be purchased through a third-party vendor, with coverage that provides additional insured status for the Township.

Applicant Acknowledgement – Initial Here_____

TOWNSHIP OF GREEN BROOK
 County of Somerset, State of New Jersey
 ORDINANCE 2007-723
**An Ordinance Concerning Alcoholic Beverages in Township Parks
 and the Issuance of Permits Therefor.**

Be it ordained by the Township Committee of the Township of Green Brook, Somerset County, that the Revised General Ordinances of the Township of Green Brook are hereby amended by repealing Chapter 3-17.13 and replacing it as follows:

3-17.13 Alcoholic Beverages

No alcoholic beverages of any kind are permitted in any park or recreation land without a permit.

Permit Procedure

The applicant shall make application to the Municipal Clerk on forms provided (Park Permits) and shall provide requested information as to their name (Township Resident) as the responsible individual; the nature of the proposed activity; expected number of participants; time period of proposed activity; and such other information as requested.

Alcoholic Beverage Permit Fee

Township Committee is authorized to adopt annually a resolution setting a schedule of alcoholic beverage permit fees for Green Brook Township Parks. The permit fee requirements as listed in such resolution will be charged to individuals or organizations obtaining an alcoholic beverage permit during the year for which the resolution applies.

Requirements and Fees:

Private: If a Green Brook Township resident wishes to have beer, wine or alcohol at an event in the Township Parks, they must apply for an Alcohol Permit through the office of the Municipal Clerk. Fee for this permit is \$100. (per date). The resident, who can provide proof of residency (driver's license or voter's registration), must produce evidence of their homeowner's/renter's insurance policy, which will be covering the date of stated event, and the policy must state:

- \$1,000,000 minimum liability homeowner's/renter's insurance with
- "Green Brook Township" named as additional insured for the purpose of the park reservation and the issuance of an Alcohol Permit
- Park, Date and Time of event reservation is clearly stated on the Certificate

Example: "Green Brook Township" is hereby named as "Additional Insured" for a Group Picnic to be held at Top of the World Park on June 30, 2007, 3-9 pm. Alcoholic beverages will be served.

Corporate/Group: If a Business, Corporation, Group or Organization wishes to have beer, wine or alcohol at an event in the Township Parks, they must have a RESIDENT individual who can provide proof of residency (driver's license or voter's registration) apply for the permit for them through the office of the Municipal Clerk. Fee for this permit is \$200. (per date). Resident must supply the Municipal Clerk with the original Corporate/Group Insurance Certificate stating the following information:

- \$3 Million Dollar minimum liability insurance with
- "Green Brook Township" is named as additional insured for the purpose of the park reservation and the issuance of an Alcohol Permit
- Park, Date and Time of event reservation is clearly stated on the Certificate

Example: "Green Brook Township" is hereby named as "Additional Insured" for a Group Picnic to be held at Top of the World Park on June 30, 2007, 3-9 pm. Alcoholic beverages will be served.

BE IT FURTHER ORDAINED that this Ordinance shall be effective after publication following final adoption as provided by law.