



Mount Arlington Borough Use of Park / Facility Request

419 Howard Blvd, Mount Arlington NJ 07856

(973)398-6832

www.mountarlingtonnj.org

Name/Organization	Date	
Address:	Town:	Zip:
Contact Person	Date of Event	
Primary Cell Phone:	Start time:	End Time:
Primary Email:	# of people: Min:	Max:

Description of Event:

IT IS UNDERSTOOD AND AGREED THAT THE PERSON/PERSONS/ORGANIZATION RENTING THE FACILITY:

- ❖ THAT THE PROPOSED ACTIVITY OR USE OF THE PARK WILL NOT UNREASONABLY INTERFERE WITH OR DETRACT FROM THE GENERAL PUBLIC ENJOYMENT OF THE PARK
- ❖ THAT THE PROPOSED ACTIVITY AND USE WILL NOT UNREASONABLY INTERFERE WITH OR DETRACT FROM THE PROMOTION OF PUBLIC HEALTH, WELFARE, SAFETY, AND RECREATION.
- ❖ THAT THE PROPOSED ACTIVITY OR USES THAT ARE REASONABLY ANTICIPATED WILL NOT INCLUDE VIOLENCE, CRIME, OR DISORDERLY CONDUCT.
- ❖ THAT THE PROPOSED ACTIVITY WILL NOT ENTAIL EXTRAORDINARY OR BURDENSOME EXPENSE OR POLICE OPERATION BY THE BOROUGH.
- ❖ THE PERSON OR PERSONS TO WHOM THE PERMIT IS ISSUED SHALL BE LIABLE FOR ALL LOSS, DAMAGE, OR INJURY SUSTAINED BY ANY PERSON WHATEVER BY REASON OF THE NEGLIGENCE OF THE PERSON OR PERSONS TO WHOM SUCH PERMIT SHALL HAVE BEEN ISSUED AND HOLD THE BOROUGH OF MOUNT ARLINGTON HARMLESS. A PERMITTEE MAY BE REQUIRED TO SUBMIT EVIDENCE OF LIABILITY INSURANCE COVERING INJURIES TO MEMBERS OF THE GENERAL PUBLIC ARISING OUT OF SUCH PERMITTED ACTIVITIES IN SUCH AMOUNTS AS MAY BE FROM TIME TO TIME DETERMINED PRIOR TO THE COMMENCEMENT OF ANY ACTIVITY OR ISSUANCE OF PERMIT.
- ❖ NO GROUP OF 20 OR MORE PERSONS SHALL USE A BOROUGH PARK OR RECREATION AREA WITHOUT FIRST HAVING OBTAINED A PERMIT NO LATER THAN 10 (TEN) DAYS PRIOR TO DATE OF EVENT. GROUP USE SHALL BE LIMITED TO DESIGNATED AREAS. ADULT SUPERVISIONS OF CHILDREN'S GROUPS IS REQUIRED AT ALL TIMES.
- ❖ NO PERSON SHALL CALL OR HOLD ANY PUBLIC MEETING OR GIVE ANY CONCERT OR PUBLIC ENTERTAINMENT OF ANY KIND WITHOUT FIRST OBTAINING WRITTEN PERMISSION IN ADVANCE, NO LATER THAN 10 (TEN) DAYS PRIOR TO PROPOSED DATE OF USE.
- ❖ NO PERSON SHALL USE LOUDSPEAKERS, PUBLIC ADDRESS SYSTEMS OR AMPLIFIERS WITHIN A BOROUGH PARK R RECREATION AREA OR ANY MUNICIPAL FACILITY WITHOUT FIRST HAVING OBTAINED WRITTEN PERMISSION IN ADVANCE, NO LATER THAN 10(TEN) DAYS PRIOR TO PROPOSED DATE OF USE.

PLEASE CITE CHAPTER 123 PARKS RECREATION AREAS AND CIVIC CENTER OF THE BOROUGH'S CODE FOR FURTHER INFORMATION ABOUT USE, RULES, AND REGULATIONS

FACILITY REQUESTED

<input type="checkbox"/> Civic Center <small>- Obtain checklist upon receipt of deposit</small>	<input type="checkbox"/> Fireman's Field	<input type="checkbox"/> Memorial Park	<input type="checkbox"/> Basketball Courts	<input type="checkbox"/> _____
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Special Instructions:

Where applicable: Liability Insurance MUST name Borough of Mt Arlington as an additional insured in the amount of \$1,000,000.00 per occasion. Garbage MUST be bagged and removed from location. Recycling is mandatory. All facilities MUST be returned to their original condition, including hallways, restrooms, and any Borough equipment. Smoking and alcohol are prohibited on all Borough property.

*****IF PAYING BY CHECK PLEASE MAKE PAYABLE TO: BOROUGH OF MT. ARLINGTON*****

*****IF PAYING BY CASH PLEASE BRING EXACT AMOUNT. NO CREDIT CARDS *****

FOR BOROUGH USE ONLY

PERMISSION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		<input type="checkbox"/> Certificate of Insurance
Civic Center <input type="checkbox"/> \$150	<input type="checkbox"/> \$150 Deposit- Civic Center Only- pending inspection	<input type="checkbox"/> \$25/hr Fireman's Field
Received \$	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	Checks Payable to: Borough of Mt. Arlington
Date:	Received By:	

MOUNT ARLINGTON CIVIC CENTER CHECKLIST

BATHROOMS:	RENTER	BOROUGH
Waste baskets emptied into garbage bags and left inside the front door.		
No debris on floors		
KITCHEN:		
All appliances turned off (except refrigerator)		
Countertops wiped clean		
Waste baskets and garbage containers emptied into garbage bags and left inside the front door.		
All utensils put away		
Faucet turned off		
Sink emptied and wiped clean		
All food removed from Center		
MAIN ROOM:		
Windows closed and locked		
Tables and chairs cleaned of all food and drink residue		
Tables folded and returned to holder		
Chairs stacked and put against wall.		
Lights/fans turned off		
Waste baskets emptied into garbage bags and left inside the front door		
Floor swept clean and any spills cleaned up		
All decorations removed		
Doors locked		

PLEASE DO NOT TOUCH THEMOSTAT

Refundable Deposit of \$150.00 is Required When renting the Center Pursuant to Ordinance #29-03

The deposit will be fully refunded in the absence of damage or the need for extraordinary cleaning; the property both inside and outside should be in the same orderly condition as when found.

The deposit shall be used by the Borough for extraordinary cleaning services or damage to the Center resulting from the applicant's use of the Center.

No alcoholic beverages are allowed on the premises. Maximum capacity is 60 people. The telephone is for emergency calls only: all other calls are to be collect calls or charges to a credit card.