

Borough of Westville



Borough of Westville
165 Broadway
Westville, NJ 08093
Telephone: 856-456-0030
Fax: 856-742-8190
Website: westville-nj.com

Use of Borough Owned Property

A. ORGANIZATION OR RESIDENT INFORMATION

NAME OF ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

CONTACT PERSON _____

ADDRESS _____, _____, NJ _____
Street City Zip

PHONE _____ EMAIL _____

B. FACILITY REQUESTED

☐ THOMAS WEST PARK (DELSEA DR)

☐ GALBRAITH PARK (RIVER DR)

☐ SOCCER FIELDS (CHESTNUT ST)

☐ FOOTBALL FIELD (ALMONESSON RD)

☐ BASEBALL FIELDS (ALMONESSON RD)

☐ BASEBALL FIELD (PARK AVE)

☐ OTHER _____ (LIST LOCATION)

(If the request is for use of a ball field, a roster with the names and addresses of all players must be attached to this request.)

C. EVENT INFORMATION

DATE(S) OF EVENT: _____ TIME OF EVENT: _____ INFLATABLE(S) ☐ YES ☐ NO

DESCRIPTION OF EVENT: _____ IF YES, INSURANCE DOCUMENT IS REQUIRED FOR THE EVENT

SIGNATURE OF APPLICANT _____ DATE _____

Please return the paperwork to the Clerk's office.

Standard Mail
165 Broadway
Westville, NJ 08093

Email
sjohnson@westville-nj.com

Drop Box
Located in front of Borough
Hall at 165 Broadway

Questions? Call the Clerk's office at 856-456-0030.

see reverse side for instructions

INSTRUCTIONS:

All Events held on Borough owned property, for use by privately administered and sponsored organized activities will be considered only after a request has been **fully completed and filed** with the Borough of Westville Municipal Clerk's Office.

Upon receipt and review by the Municipal Clerk as to completeness, the request will be forwarded to The Parks Committee for consideration. Final approval will be determined by the Governing Body at the next scheduled Council Meeting at least 5 days after receipt of the application.

Terms of use of Borough facilities, should approval by Borough Council be granted, are as follows:

1. Requesting Individuals and Organizations will be entirely responsible for the conduct and actions of those individuals attending and participating in activities. Disruptive behavior, inappropriate language and other generally disorderly conduct is not permitted and will not be tolerated.
2. Requesting Individuals and Organizations will clean up trash and debris and place it in the proper containers before departing after the activity.
3. Requesting Individuals and Organizations will repair or restore any use related damage or wear to the facility before departure.
4. **Gambling and alcoholic beverages of any nature are prohibited.** Violators and responsible individuals and organizations will be prosecuted and permission for future use will be immediately revoked.
5. Applicants shall be required to:
 - a. Sign and agree to the Borough's Hold Harmless and Indemnification Agreement.
 - b. Provide general liability insurance "Certificate of Insurance" for an amount no less than \$1,000,000.00 listing the Borough of Westville as the Certificate Holder as well as the "Additional Insured".
 - i. Both the insurance certificate and hold harmless agreement must be received by the Borough Clerk before the requesting individual or organization uses the facility.

HOLD HARMLESS AGREEMENT

BETWEEN THE BOROUGH OF WESTVILLE

AND

(NAME OF INDIVIDUAL AND/OR ORGANIZATION)

(ADDRESS OF INDIVIDUAL AND/OR ORGANIZATION)

The above agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Westville, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Westville against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Westville, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Westville, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract".

Signature of Applicant: _____ Date _____

(Signature must be Notarized)

Notary Statement:

State of New Jersey

County of Gloucester

Subscribed to and sworn before me on this _____ day of _____, 20_____,
_____ proved to me on the basis of satisfactory evidence to be the person
who appeared before me.

IN WITNESS Whereof, I have hereto set my hand and official seal.

Notary Public: _____