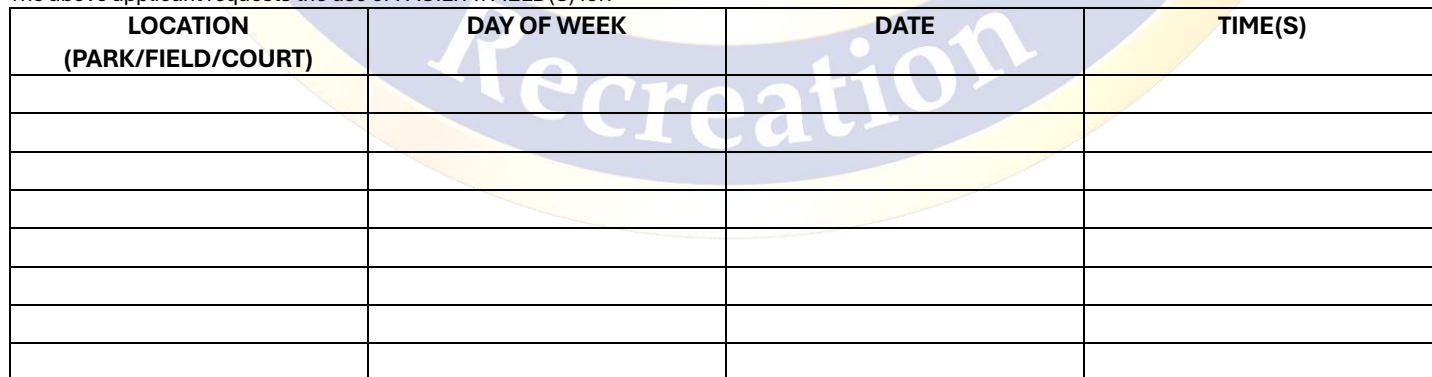






### **Park & Ball Fields Rules and Regulations**

- All organizations/teams must present insurance policy prior to being issued permit.
- Parks and ball fields open from dawn till dusk. All games and activities must end at dusk.
- Only organizations with permits issued by the Long Branch Department of Recreation and Human Services can use facilities.
- All trash must be put in trash containers.
- No vehicles allowed on park grounds or ball fields.
- No dogs allowed on park grounds or ball fields.
- No rollerblading, skateboarding or bike riding allowed on ball fields, tennis courts, playground area, eating areas or basketball courts.
- Parks and ball fields are smoking, alcoholic beverage and drug free facilities (Any person/organization/team found using alcohol beverage or illegal drugs will have their permit revoked and be prosecuted to the fullest extent of the law).
- No driving of golf balls – **PUTTING IN DESIGNATED AREAS ONLY.**
- **ON TURF FIELDS, ABSOLUTELY NO FOOD OR DRINKS; INCLUDING BUT NOT LIMITED TO:** chocolate, coffee, soda, juice, ice cream. Ketchup, candy, mustard, milk, tea, butter, food coloring, water colors, chewing gum, chewing tobacco and sunflower seeds.

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### **INSTRUCTIONS FOR COMPLETING APPLICATION:**

Any group or organization requesting use of City of Long Branch facilities or fields must submit the following items to the Recreation Department or via email to: [\*\*Recreation@longbranch.org\*\*](mailto:Recreation@longbranch.org)

#### **Required Submissions:**

- Completed application form.
- Proof of Insurance naming:  
**City of Long Branch**  
**344 Broadway Long Branch, NJ 07740**  
As "Additional Insured" (unless exempt per City Code)
- Copy of Team Rosters and Schedules (if applicable)

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### **IMPORTANT NOTICE:**

NO permits will be issued unless this application is completed in full and all required documents have been submitted.

All organizations must comply with City of Long Branch ordinances and regulations regarding facility use. Alcoholic beverages are strictly prohibited at all times. NO EXCEPTIONS. Failure to comply may result in permit revocation.

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### **CLEAN-UP POLICY**

Individuals, teams, and organizations are responsible for maintaining the condition of facilities used.

A clean-up deposit of **\$200** may be required. Deposits will be returned after inspection, provided no damages or excessive cleaning is needed.

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### **INSURANCE/ USE OF PREMISES AGREEMENT/ INDEMNITY (HOLD HARMLESS)**

A Hold Harmless Agreement is required for all events. A Certificate of Insurance may also be required depending on the event type.

For insurance-related questions, contact: Department of Recreation/ 732-571-6545

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### **AGREEMENT**

I/We, the undersigned applicant(s), agree to indemnify and hold harmless the City of Long Branch, its officials, employees, and agents from any and all liability, claims, damages, or expenses resulting from the use of City facilities.

I/We understand:

- Use is limited to the approved area, date(s), and purpose only
- The permit may not be transferred or assigned
- The city is not responsible for injuries, damages, or loss of property
- Any violation of rules may result in immediate revocation of the permit

The applicant agrees to cover all legal costs incurred by the city as a result of misuse of the facility.

I certify that I have read and understand all rules and regulations and agree to comply with all terms outlined in this application and agreement.

---

(Print Applicant Name)

(Date)

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(Sign Applicant Name)

(Print organization/team name)



\*\*\*\*\*OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

☐ **APPROVED**

\_\_\_\_\_ is approved for \_\_\_\_\_  
(Organization) (Park/Field)

**Dates approved for use:** from \_\_\_\_\_ to: \_\_\_\_\_

**Times approved for use:** from \_\_\_\_\_ to: \_\_\_\_\_

Reviewed and approved by Director of Recreation and Human Services

\_\_\_\_\_  
(DIRECTOR SIGNATURE)

\_\_\_\_\_  
(DATE)

☐ **DENIED**

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(DIRECTOR SIGNATURE)

\_\_\_\_\_  
(DATE)