

**APPLICATION FOR USE OF MUNICIPAL FACILITIES  
AND RECREATION AREAS**

**DIRECTIONS:** If your group or organization is interested in using a Borough of Ogdensburg municipal facility or recreational area ("Municipal Property"), complete this application, sign where indicated, and attach a Certificate of Insurance together with the appropriate fee as set forth in Section 2-63.5 of the Code of the Borough of Ogdensburg. Completed applications and payment must be sent to the Clerk of the Borough of Ogdensburg, 14 Highland Ave., Ogdensburg, NJ 07439. **All forms must be received twenty (20) days prior to the requested date(s) unless otherwise approved by the Borough of Ogdensburg.**

|                          |  |
|--------------------------|--|
| NAME OF APPLICANT:       |  |
| NAME/TITLE OF OFFICER:   |  |
| PHONE NUMBER:            |  |
| E-MAIL:                  |  |
| ADDRESS:                 |  |
| FACILITY/AREA REQUESTED: |  |
| DATES REQUESTED:         |  |
| TIME(S) REQUESTED:       |  |
| APPROX. # OF ATTENDEES:  |  |

**INDEMNIFICATION & HOLD HARMLESS AGREEMENT**

For and in consideration of the use of the above Borough of Ogdensburg Municipal Property, the applicant agrees to save and hold harmless the Borough of Ogdensburg, its servants, agents, employees, or any subdivision thereof, from any and all liability or costs arising out of the use of the above premises or property by the applicant, the applicant's invitees, or other persons present at the time of the applicant's use of the premises.

The applicant voluntarily and knowingly assumes all risks and responsibilities for any damages, liabilities, losses, or expenses incurred as a result of its use of the above premises or property.

The applicant specifically agrees that this INDEMNIFICATION AND HOLD HARMLESS AGREEMENT shall include the responsibility to provide legal defense for the Borough of Ogdensburg in any suit arising out of the applicant's use of the premises or property and that should the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it for any person or organization acting on its behalf. By signing below, the applicant also agrees to and accepts the Requirements described on page two of this application, which are incorporated herein by reference.

The applicant further acknowledges and agrees to assume all risks and waive and release all claims for personal injuries (including death) and property damage arising from accidental exposure to SARS-CoV-2, COVID-19, MIS-C and other pandemic illnesses arising from the use of the premises or property regardless of whether infection occurs before, during, or after applicant's use of the property.

Name of Applicant: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Date of Application: \_\_\_\_\_

## REQUIREMENTS

1. All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. The Borough of Ogdensburg must be named as an additional insured on this policy. The applicant shall provide a valid Certificate of Insurance and copy of applicable policy endorsement(s) as proof of coverage and confirmation that the Borough has been named as an additional insured prior to the use of Municipal Property. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as stated herein.
2. The applicant shall provide the names and contact information for all group leaders and/or coaches.
3. The applicant shall provide a detailed schedule of the events, a narrative of the activities that will be conducted on the property, and a map or sketch depicting where such activities will be conducted.
4. The Borough of Ogdensburg, at its sole discretion, may charge an additional fee in the event special services will be required. Such services include, without limitation, maintenance and custodial fees, extra lighting, sound system, setup and takedown.
5. The applicant agrees to reasonably clean the premises after usage, leaving rooms or areas in the same state of cleanliness that existed prior to usage.
6. The applicant agrees to assume responsibility for setting up any seating arrangement other than those that presently exist, and if changed, to restore seating to the original arrangement.
7. The applicant agrees to pay for, and to assume financial responsibility for any damages to the Borough of Ogdensburg premises or property utilized during the period of usage by the organization the applicant represents (excluding indemnification for damages caused by Borough's negligence).
8. The applicant agrees that no alcoholic beverages or controlled dangerous substances of any kind will be served or consumed during the period of usage.
9. The applicant agrees that food or non-alcoholic beverages may only be consumed in areas designated by the Borough of Ogdensburg. All trash and debris shall be deposited in approved bags and/or containers.
10. The applicant agrees that this permission may be canceled by the Borough of Ogdensburg prior to the time of the approved use if the premises or property are needed for an emergency use by another Municipal Body (Municipal Court, Police, Governing Body, etc.) If this occurs, the applicant will be entitled to a refund or any daily fees incurred.
11. The premises and property are not to be used to gain profit nor will fees of admission be charged to any Municipal land, nor will unauthorized raffles be held without the proper State Lottery Permit.
12. The applicant agrees to abide by the laws of the United States and the State of New Jersey as well as all Ogdensburg Borough ordinances and the Borough Code of Conduct. Failure to comply with any of the foregoing may result in immediate termination of the agreement without refund and such other action(s) as may be determined by the Borough of Ogdensburg in its sole discretion.

**Note:** Political subdivisions (does not include Political parties) and Borough sponsored organizations established by Ordinance or Resolution are exempt from submission of application(s).

**Note:** This application will only be considered for approval when:

1. The form is completed.
2. A leader/coach list with contact information is provided.
3. A detailed schedule of events, narrative and map/sketch are provided.
4. A valid Certificate of Insurance is provided
5. A signed Borough Code of Conduct is provided
6. Payment of fees and refundable deposits are received.

Approved By: \_\_\_\_\_ Signature \_\_\_\_\_

Date of Approval: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

|                                    |                  |
|------------------------------------|------------------|
| Date Submitted:                    | Approved/Denied: |
| Certificate of Insurance Received: | Amount Due:      |
| Payment Received:                  | Form of Payment: |

## **Code of Conduct Policy**

The Borough of Ogdensburg issues revocable permits to various individuals and entities, including youth and adult teams, leagues, and organizations, to use Borough recreation areas, facilities, and to take part in any Borough event. The term permit holder is therefore not limited to only those groups using said areas or facilities, but any entity/individual affiliated with Borough facilities, Borough events or is sponsored or affiliated with Ogdensburg Borough.

The Borough of Ogdensburg is committed to providing a safe, enjoyable, and positive recreational experience to all who play and compete in our community's recreational areas and facilities. To accomplish that goal, all players, coaches, parents, spectators, and participants shall always exhibit appropriate behavior and shall comply with all principles and regulations contained within this Code of Conduct Policy.

As a permit holder, you are responsible for the actions and behavior of yourself and the players, coaches, parents, spectators, and participants of your team, league, or organization. Your actions and behavior and those of the players, coaches, parents, spectators, and participants have a direct impact on the perception and reputation of our community.

As a permit holder, you are responsible for sharing the information contained within this Code of Conduct Policy with all of your players, coaches, parents, spectators, and participants of your team, league or organization to ensure compliance with this policy. If your league or organization has an official website you are required to post this Code of Conduct Policy on said website.

It is the intention of this Code of Conduct Policy to protect, preserve, and enhance the reputation and integrity of our community and to provide all participants with a safe and positive recreational environment. Therefore, it is expected and essential that all permit holders, players, coaches, parents, spectators, and participants behave in an appropriate manner at all times, by embracing the values of good sportsmanship, fair play, and respect. Moreover, all permit holders, players, coaches, parents, spectators, and participants should lead by example and be role models of good sportsmanship, fairness, respect, and most importantly self-control.

This Code of Conduct Policy applies to all permit holders and the players, coaches, parents, spectators and participants of their teams, leagues and organizations using Ogdensburg recreation areas and facilities.

For the purpose of this policy, inappropriate behavior shall be defined as including but not limited to:

1. Engaging in unsportsmanlike behavior or conduct with any player, coach, parent, spectator, game official, city official/volunteer or participant.
2. Behavior or conduct that would endanger the health, safety or well-being of any player, coach, parent, spectator, game official, city official/volunteer or participant.
3. Verbal threats, physical threats, sexual misconduct, verbal or emotional abuse directed at any player, coach, parent, spectator, game official, city official/volunteer or participant. Abuse shall be defined as including but not limited to: hitting, shaking, kicking, biting, indecent gestures, lewd or vulgar remarks, foul language, indecent exposure, inappropriate physical conduct or contact.

4. The possession, use or consumption of alcoholic beverages or illegal substances. The use of smoking products including cigarettes and chew.

5. Engaging in disparaging or negative comments/conversations via social media or news media towards each organization, player, coach, parent, spectator, game official, city official/volunteer, participant, municipal board, or event.

This is a zero-tolerance policy. Violation of this Code of Conduct Policy may result in the immediate revocation of your permit and may adversely affect any future consideration for issuance of permits.

Violations of this Code of Conduct Policy shall first be resolved by the permit holder, individual team, league and/or organization to the satisfaction of the Borough. If violations are not resolved, or if the action taken by the permit holder, individual, team, and league/organization is not commensurate with the violation, the Borough may request the permit holder, individual, team and/or organization to appear before the Mayor and Council to address the violations and issues pertaining to the violation and action taken.

In addition to any other penalties set forth herein, any individual, team, league or organization found in violation of this Code of Conduct policy may be banned from using recreational areas or facilities with no refund of fees.

The Borough of Ogdensburg trusts that all individuals, teams, leagues and organizations will abide by and support the principles and regulations contained within this Code of Conduct Policy.

**I HAVE READ THE CODE OF CONDUCT AND I AGREE TO THE PROVISIONS AS SET FORTH HEREIN.**

Name of Applicant: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Date of Application: \_\_\_\_\_