



Department of Human Services  
Division of Recreation  
Box 914  
Morristown, NJ 07963-0914  
Ph. 973-292-6717 Fax. 973-267-1699

## APPLICATION FOR USE OF PARK FACILITIES

Directions:

1. Check with the Recreation Office to see if facility is available on date required.
2. Fill-out application completely (Please type or print neatly).
3. Attach a **Certificate of Insurance, naming the Town of Morristown as Certificate Holder and Additional Insured.** The combined single limit liability should be no less than \$1,000,000.00. Also, a Hold Harmless Agreement in favor of the Town of Morristown shall be noted on the Certificate as **“HOLD HARMLESS/ INDEMNIFICATION CLAUSE: The Insured will protect, defend, indemnify and hold harmless the Certificate Holder from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities arising out of or resulting from the performance of the work or completed operations provided that any such claims, damages, loss or expense is attributable to or destruction of the tangible property including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Insured.”**
4. Attach a schedule of events, games, etc.
5. For special requests, carefully read Park Rules and Regulations (second page attached to this application).
6. Application should be received for review by the Recreation Office at the above address at least one (1) week in advance of event.

NAME OF INDIVIDUAL: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

INDIVIDUAL'S TEL.#: (\_\_\_\_\_) \_\_\_\_\_ WORK#: (\_\_\_\_\_) \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_

DATE(S) of EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_

ALTERNATE FACILITY: \_\_\_\_\_

ALTERNATE DATE(S): \_\_\_\_\_ TIME: \_\_\_\_\_

TYPE OF EVENT/ACTIVITY: \_\_\_\_\_

ESTIMATED NUMBER ATTENDING: \_\_\_\_\_ AGE GROUP OF ATTENDEES: \_\_\_\_\_

NAME(S) of ADULT SUPERVISORS: \_\_\_\_\_

I have read the Rules and Regulations of the Division of Recreation governing the use of Morristown Recreational facilities. I hereby agree to abide by and enforce them. I further agree that my organization will be responsible for any damages rising from the use of these facilities if found to be the ones causing the damages.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**Rules and Regulations**  
**Governing the Use of Public Recreation Facilities in Accordance**  
**with Chapter 146, Park Ordinances, Morristown, NJ.**

1. Permission for the use of public recreation facility shall be obtained from the Department of Human Services which reserves the right to request information as may be reasonably required in considering the application for permission to use any public facility.
2. The person or persons to whom any permit is issued under these rules and regulations and ordinances of the Town of Morristown shall be liable for all loss, damage and injury sustained by any person or persons whatever by reason of the willful misconduct or negligence of the person or persons to whom such permit shall have been issued, of their agents, employees, contractors, guests and invitee (express, presumed or implied by law).
3. No person shall bring into, sell, buy, expose for sale, use or give away any alcoholic beverage in any park, except that beer in unbreakable containers is permitted in parks and other recreational areas other than children's playgrounds, provided that a Beer Consumption Permit is obtained from the Department of Human Services prior to use or consumption in any park.
4. No person shall alter, damage or deface any public property or appurtenance thereof in any park or public facilities.
5. No person shall expose or offer for sale any foodstuffs, products, articles or things, nor shall he/she station or place any stand, cart or vehicle for such transportation, sale of any foodstuffs, products, articles or things, except such persons as may be duly licensed by the Town of Morristown for the sale of such commodities in public parks.
6. Littering and bringing into any park containers that are breakable is illegal.
7. Parks are open to the public from sunrise to sunset, unless specific hours of opening and closing are posted.
8. No person shall interfere with or fail to obey any police officer or parks and playground personnel in the proper performance of his/her duties in any park.
9. No person shall park any vehicle in other than an established or designated parking area.
10. Any person who shall violate any provision of Chapter 146, Park Ordinances of the Town of Morristown shall, upon conviction, be punished by a fine not to exceed \$500.00 for each offense, or by imprisonment for a term not to exceed ninety (90) days, or both.
11. Permit issued by the Department of Human Services for use of a public recreation facility must be presented to any resident or Town employee upon request.
12. Team roster and game schedules are required.