

CITY OF WILDWOOD
BYRNE COMMUNITY CENTER

APPLICATION FOR USE OF FACILITIES

PLEASE PRINT! FORM MUST BE FILLED OUT COMPLETELY AND ACCURATELY AS POSSIBLE OR MAY BE RETURNED.

APPLICANT INFO

1. ORGANIZATION: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

2. PERSON(S) IN CHARGE OF ORGANIZATION (DULY ELECTED OFFICERS OR COMMITTEE)

A. NAME: _____ HOME PHONE _____
ADDRESS: _____ WORK PHONE _____
EMAIL: _____ CELL PHONE _____

B. NAME: _____ HOME PHONE _____
ADDRESS: _____ WORK PHONE _____
EMAIL: _____ CELL PHONE _____

FACILITY REQUESTED

3. PLANNED ACTIVITY(S): BASEBALL FOOTBALL SOCCER BASKETBALL FUNDRAISER CAMP OTHER

4. SPECIFIC AREA(S) (FIELD, ROOM, ETC.): _____

5. SPECIAL EQUIPMENT NEEDED (TABLE, CHAIRS, PROJECTOR, ETC.): _____

6. DATE(S): _____ THROUGH: _____
TIME OF ARRIVAL: _____ TIME OF DEPARTURE: _____

PLEASE NOTIFY STAFF ON DUTY WHEN ARRIVING TO THE FACILITY

7. ESTIMATE ATTENDANCE OF EVENT: _____
NOTE: NOTIFY RECREATION DEPARTMENT IN WRITING IF ATTENDANCE ON ANY PARTICULAR DATE WILL BE SUBSTANTIALLY HIGHER THAN INDICATED.

APPLICATION STATEMENT

BY SIGNING BELOW, I AS DULY ELECTED OFFICER OR DULY AUTHORIZED OF THE ABOVE SAID ORGANIZATION, CERTIFY THAT OUR ORGANIZATION AGREES:

A. TO ASSUME ALL RISKS IN CONNECTION WITH THE USE OF THE FACILITIES REQUESTED ABOVE AND HEREBY RELEASE, ABSOLVE, INDEMNIFY AND HOLD HARMLESS THE CITY OF WILDWOOD, THE BYRNE COMMUNITY CENTER AND ITS EMPLOYEES FROM ANY AND ALL CLAIMS AND ALL COST, DAMAGES, LEGAL FEES AND ANY OTHER EXPENSES REASONABLY INCURRED WHICH ARISE OUT OF AUTHORIZATION TO USE THE FACILITIES OF THE RECREATION DEPARTMENT. WE FURTHER UNDERSTAND THIS REQUEST AND WE AGREE TO BE LEGALLY BOUND HEREBY. (SEE ATTACHED HOLD HARMLESS)

B. THAT THE RESPONSIBILITY FOR CARRYING THE APPROPRIATE LIABILITY INSURANCE AND MEDICAL PLANS, INCLUDING HOSPITALIZATION, LIE WITH OUR ORGANIZATION AND/OR PARTICIPANTS, SINCE THE CITY OF WILDWOOD DOES NOT CARRY SUCH INSURANCE. WE WILL PROVIDE A CERTIFICATE OF INSURANCE ALONG WITH THE HOLD HARMLESS AGREEMENT WE ARE REQUIRED TO SUBMIT BEFORE USE OF THE FACILITY.

C. TO ADHERE TO THE RULES AND REGULATIONS, WHICH WERE ATTACHED BELOW, FOR THE FACILITIES, A COPY OF WHICH HAS BEEN RECEIVED.

D. TO NOTIFY RICH HANS (609)780-1558 WITHIN TWENTY-FOUR HOURS OF ANY HAZARDOUS CONDITIONS WHICH EXIST.

E. THAT A DEPOSIT MAY BE REQUIRED IF THIS APPLICATION IS APPROVED, THE DEPOSIT WILL BE RETURNED IN FULL UPON COMPLETION OF THE ACTIVITY(S) IF "C" IS ADHERED TO. OUR ORGANIZATION'S LIABILITY FOR DAMAGE INCURRED BY THE ORGANIZATION IS NOT LIMITED TO THE AMOUNT OF THIS DEPOSIT FUND.

NOTE: WHEN SIGNED BELOW, THE ABOVE NAMED ORGANIZATION IS AUTHORIZED TO USED THE FACILITIES INDICATED. APPLICANT SHOULD CARRY THIS FORM WITH HIM/HER DURING THE EFFECTIVE DATES AND TIMES COVERED BY THIS APPLICATION.

SIGNATURE

DATE

AUTHORIZATION

OFFICE USE ONLY (PERMIT NOT VALID UNLESS SIGNED BY THE RECREATION DIRECTOR)

FEE(S) – SPECIFY: _____ DATE RECEIVED: _____

DEPOSIT: _____ DATE RECEIVED: _____

AUTHORIZED SIGNATURE

CERTIFICATE OF INSURANCE

Evidence of financial responsibility from facility users and others with whom the City of Wildwood does business is required. A document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the time the facility, will be utilized. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before the services are utilized at the facility.

The Director of Recreation, Recreation Commission or Wildwood Council may refuse to grant the use of the facilities whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Individuals – Birthday Parties, Youth Skating Parties, Bridal/Baby Showers, Funeral Gatherings, Communion Parties, Graduation Parties, Wedding Receptions and any other family oriented parties.

Non-Profit/Charitable Groups – Civic Groups, Social Groups, Support Groups, or any other group that does gain profits.

Commercial Rental – Any organization that is for profit. (i.e. Seminars, Condo Associations, Corporations, etc...)

I. INDIVIDUALS

- A. General Liability Limit \$100,000
Evidence that the individual has personal liability insurance in force is required to rent any room at the Byrne Community Center in Wildwood. This would be in the form of Homeowners, Condo, or Tenant's policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Application for Room Rental as evidence of coverage.

II. NON-PROFIT/CHARITABLE GROUPS

- A. General Liability Limit \$300,000
B. City of Wildwood, N.J. and the Byrne Community Center named as **“Additional Insured.”**
C. Executed Hold Harmless Agreement required with Application for Room Rental. The facility user shall not be allowed access to the Byrne Community Center until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of Wildwood. If the facility user contracts with a caterer, evidence of adequate insurance coverage also needs to be secured from them.

III. COMMERCIAL (FOR PROFIT) GROUPS

- A. Commercial General Liability Limit \$1,000,000
Combined Single Limit of Liability for Bodily Injury and Property Damage.
B. City of Wildwood, N.J. and the Byrne Community Center named as **“Additional Insured.”**
C. Executed Hold Harmless Agreement required with Application for Room Rental. The facility user shall not be allowed access to the Byrne Community Center until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of Wildwood. If facility user contracts with a caterer, evidence of adequate insurance coverage also needs to be secured from them.

HOLD HARMLESS AGREEMENT

Between the City of Wildwood, N.J. and _____

(APPLICANT NAME)

WITNESSETH:

1. _____(APPLICANT NAME) agree to defend, release, indemnify and hold harmless the City of Wildwood from and against any loss, damage or liability, including attorney's fees and expenses incurred by the latter entities and their respective employees, agents, volunteers or other representatives arising out of or in any manner relating to the use of the facilities of the Wildwood Recreation Department, except as may result from the sole negligence or willful misconduct of the City of Wildwood.

2. The applicant has furnished the Certificate of Insurance with limits of liability described below:
(Choose One)

a) Workers Compensation/Employers Liability: *(indicate amount)* _____
(Statutory if applicable)

b) General Liability: *(indicate amount)* _____

A true copy of the Certificate of Insurance must be attached.

3. The facilities will used for the following purpose and no other:

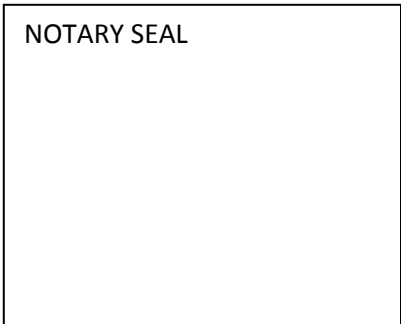
Event: _____

Date(s): _____

Dated: _____

Signed: _____
(Applicant)

Witness: _____



RULES AND REGULATIONS REGARDING FACILITY USAGE

APPLICATION FOR FACILITY USE

Group leader or authorized representative shall complete a facility request form, photocopy the signed copy on behalf of the applicant and return the original copy to the Recreation Commission.

WHILE USING A COMMUNITY CENTER FACILITY/FIELD, NO PERSON SHALL:

- Disfigure or remove any park property
- Consume or have in their possession alcoholic beverages
- Litter the facility grounds
- Park vehicles in other than designated areas
- Bring or have in possession fireworks and/or explosives
- Build or attempt to build fires in areas with exception of barbecue grills
- Conduct themselves in disorderly fashion
- It is the responsibility of the individual/organization to remove decorations or signage of any kind. They are to be taken down and removed from the facility immediately following the conclusion of each meeting or activity. Nails, hooks, certain adhesives or tacks of any kind are not permitted when placing decorations or signage due to the risk of damage and or staining to walls, doors, etc.
- The commission shall require that all uses of recreation department facilities comply with policies of this commission and the rules and regulations of this city. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules where it is required unless waived by the Superintendent, Commission or Mayor and Council.
- Authorization for use of department facilities shall not be considered as endorsement of or approval of the activity, person, group, or organization nor the purposes they represent. Proper age appropriate supervision must be provided by the user at all times. User is responsible for all damage to premises and equipment.

VIOLATION OF ANY OR ALL OF THE ABOVE RULES WILL RESULT IN DENIAL OF FUTURE FACILITY REQUESTS.

RESPONSIBILITIES OF THE PERMIT HOLDER/SCHOOL ADMINISTRATOR

- To relinquish use of facility at stated time on permit
- To have a copy of original approval readily available for display upon request
- To be aware of City ordinances and abide by them
- To make sure all teams are cleaning up after themselves and taking care of facility property.