



Harrington Park Recreation Commission

*Borough of Harrington Park
85 Harriot Avenue
Harrington Park, N 07640-1500*

Application to Use Recreational Facilities

Applicant: _____

Address: _____

Phone: _____ E-mail : _____

Facility, Field or Park requested: _____

Activity Planned: _____

Please note that there is a \$75 per field per game/practice usage fee. A deposit of 50% of the expected usage fee is required. If usage is two days or less, 100% of fee must be prepaid. This fee may be waived for HP sports associations and non-profit activities at the discretion of the HP Recreation Commission.

Date(s) of Use: _____

(If field is needed for an entire season, e.g., spring 2016, field usage may need to be coordinated with the HP recreation sports commissioner scheduling the facility in that season, and a deposit may be required.)

Signature of Applicant: _____

Printed name of Applicant: _____

Date of Application: _____

In order to provide the most efficient processing of this application it is required that the following documents be properly filled out, signed, and submitted to the Harrington Park Recreation Commission:

1. Application to Use Recreational Facilities (this page)
2. Hold Harmless Agreement with the Borough of Harrington Park.
3. Acknowledgement of Rules & Regulations
4. Certificate of Insurance naming the Borough of Harrington Park as an Additional Insured and showing minimum of \$1 Million general liability coverage. (Borough of Harrington Park, 85 Harriot Avenue, Harrington Park, NJ 07640).
5. **If requesting the use HP School facilities, then the following documents are required:**
 - a. Harrington Park School District Application for Use of School Facilities
 - b. Harrington Park Board of Education Hold Harmless Agreement
 - c. Certificate of Insurance naming the Harrington Park Board of Education as an Additional Insured and showing minimum of \$1 Million general liability coverage. (Harrington Park Board of Education, 191 Harriot Avenue, Harrington Park, NJ 07640)

Before purchasing insurance, please contact the recreation commission at hprec@harringtonpark.gov to determine the facility's availability.

This application and all required documents must be received by the Recreation Commission no later than 14 days prior to the meeting at which action is proposed to be taken by the Commission. Monthly meetings are held on the third Wednesday of the month at 8:00 pm at the Borough Hall.



Harrington Park Recreation Commission

*Borough of Harrington Park
85 Harriot Avenue
Harrington Park, N 07640-1500*

Hold Harmless Agreement with the Borough of Harrington Park

This agreement dated _____ between
_____ and the Borough of Harrington Park.

NOW, THEREFORE IN CONSIDERATION OF The Borough of Harrington Park

allowing _____ the use of their

facilities _____ for the

purpose of: _____, it is hereby agreed as

follows: The: _____ agrees to
the fullest extent permitted by law to hold harmless & indemnify the Borough of Harrington Park, its Mayor and
Council, its agents and employees for any and all loss or injury to person or property occasioned or alleged to have
been caused as the result of the use of _____

by the: _____

Authorized Signature _____

Printed Name _____

Date _____ Received by:

_____ Borough Clerk



Harrington Park Recreation Commission

*Borough of Harrington Park
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Acknowledgment of Rules & Regulations

Recreational facilities in the Borough of Harrington Park are intended for use only by Harrington Park residents and their guests. Prior written approval is required to avoid potential conflicts. Listed below are specific rules and regulations governing the use of Harrington Park and Harrington Park School facilities as well as a certification that all coaches have gone through a concussion training class.

1. No alcoholic beverages are allowed.
2. No animals are permitted on the field.
3. Parks must be vacated one half hour after sunset, except where special lighting exists. Loitering is prohibited.
4. No fires, barbecuing, picnicking or camping is permitted without prior written approval.
5. No motorized vehicles, including motorcycles, mopeds & motorized scooters are permitted on the fields.
6. No glass containers are allowed.
7. Users are responsible for picking up litter and proper maintenance of the park facilities.
8. Golfing and archery are prohibited at all fields.
9. Swimming, boating and ice skating are prohibited at Pondsides Park.
10. No street hockey or skateboarding is allowed on any basketball or tennis court.
11. For all town recognized, volunteer sporting associations, a full list of coaches and assistant coaches and their certifications (unless individuals are listed on the Harrington Park Certified Coaches Web Page) must be furnished prior to the usage of the Facility. If an association utilizes any uncertified coaches, then the Harrington Park Recreation Commission reserves the right to immediately revoke the use of the recreational facilities to that organization.
12. There is a Lightning Detection System in Harrington Park that provides an early warning of lightning throughout our parks and school fields. The lightning detection's alarm system consists of a horn and a strobe light. When first activated, you will hear three blasts of the siren and a strobe light will flash and continue to flash until no lightning is detected for 30 minutes. You must clear the fields and parks when you hear the lightning warning system and stay off until the "all clear"-- NO EXCEPTIONS The "all clear" signal to notify you that it is safe to return to the fields or parks is one siren blast and the deactivation of the strobe lights.
13. **I certify that all the coaches that will be using the facilities of the Borough of Harrington Park or the Harrington Park School have gone through concussion safety training course provided at http://www.cdc.gov/concussion/headsup/online_training.html and have printed their course certificates.**

Agreed to by: _____ Date: _____

Signature _____

Borough Clerk _____ Date: _____

Harrington Park School District

GUIDELINES FOR APPROVAL FOR USE OF FACILITIES/GROUNDS

The Harrington Park Board of Education welcomes community use of school facilities. The following parameters have been established in order to insure the safety of those individuals utilizing the Harrington Park School facilities and in order to maintain a healthy and safe environment in which to participate.

The Harrington Park Board of Education will consider requests contingent upon the following:

Receipt of insurance certificate naming Harrington Park Board of Education "additional insured." Coverage minimum: \$1,000,000.

Receipt of completed "Hold Harmless" agreement from organization requesting use of facility.

Harrington Park athletic events (Bulldogs, Men's Basketball, Soccer, etc) are scheduled first through the Harrington Park Recreation Commission, which in turn submits the facilities request form to the building principal. Each of those organizations must submit their own Hold Harmless Agreement to the building principal.

All coaches must file a copy of their certification with the Harrington Park Recreation Commission. A list of certified coaches will be forwarded to the Principal before approval of facility applications. Those coaches are responsible for the general supervision of all participants.

RESTRICTIONS:

- When entering and exiting the Gymnasium, use the main entrance doors only.
- All doors in the Gymnasium or on the stage or Emergency Exit doors, and must remain closed at all times.
- Use of outdoor athletic fields subsequent to winter thaw or inclement weather conditions may be restricted, as determined by the Supervisor or Buildings and Grounds, the Principal, and/or the Board Secretary.
- Athletic field will not be scheduled for use after 8:00PM or dusk, whichever comes first.
- Sunday use of facilities and/or fields will not be scheduled before 12:00 noon.
- Soccer may not be scheduled in the All Purpose Room.
- Softball hitting is not permitted in the All Purpose Room. Throwing of softballs must be controlled so as not to hit lighting or ceiling.
- The use of tobacco products or the possession of alcoholic beverages in the school or on school property is prohibited by law. Requisitioners are responsible for ensuring that all members of their group comply. Groups that violate the law will not be permitted to use school facilities in the future.
- Permission to use the school's facilities or fields requires that the space utilized be returned to its original condition.
- A \$20 per hour maintenance/custodial fee for time requested for set up and breakdown/clean-up has been established by the Board of Education.

Facility use (either scheduled or not) is always subject to the requirements of the Board of Education sponsored activities, the Harrington Park Home and School Association, and the availability of school personnel.

Harrington Park School District
APPLICATION FOR USE OF SCHOOL FACILITIES

Date of Application: _____

Date Desired: _____ Hours Desired: _____

Facility: _____
(All Purpose Room, Library, Gymnasium, Classroom(s), Fields)

Additional Requirements: _____
(Set-up, number of tables and chairs, other equipment)

Anticipated number in attendance: Adults: _____ Children: _____

Purpose of the event/meeting: _____

Your admission charges to attendees: _____

Funds to be used for: _____

Organization: _____

Applicant's name: _____

Applicant's address: _____

Applicant's phone number: _____

Applicant's e-mail address: _____

Note: If this application is granted, the undersigned, individually, and the organization which he/she represents as agent, hereby agrees to assume full liability for any and all damage to property and injury to persons therein during the period of such use, fully responsibility for the preservation of order on the school property, and full responsibility for the proper observance of the attached regulations stipulated in the Board of Education's policies governing the use of school facilities.

Signature of Applicant: _____ Date _____

Submit this form to the Principal at least 30 days prior to the date desired, along with:

- **A Hold Harmless Agreement**
- **Certificate of Liability Insurance for a minimum of \$1,000,000 naming the Harrington Park Board of Education as "additional Insured."**

For School Use Only:

Recommended by _____

Charges: \$20 per hour x _____ hrs = \$ _____

Notification Sent: _____

Payment Received: _____ Misc: _____

**HARRINGTON PARK BOARD OF EDUCATION
191 HARRIOT AVENUE
HARRINGTON PARK, NJ 07640**

HOLD HARMLESS AGREEMENT

For and in consideration of the use of _____
Room(s)

At 191 Harriot Avenue on the date(s) of _____

The _____
Name of Organization

covenants and agrees to save and hold harmless the Harrington Park Board of Education, its agents, servants, and trustees from any and all liability arising out of the use of said premises or property.

Signed _____

Position _____

Organization _____

Date _____