

Teen Center

1073 Westbrook Road, West Milford, NJ 07480



Group Reservation Permit – CIVIC/School

Community Services & Recreation Office # 973-728-2860 Fax 973-728-2869

Name of Group:		Date:
Name of Person Requesting Event:		
Mailing Address:		
Phone #	Cell #	e-mail address
Date of Event:		Time of Event: (4 hour time limitation)
Type of Activity:		# Of People Expected:
★ <u>\$200.00 Damage and Cleanliness Fee will be charged if</u> <u>damage occurs and/or facility is not left clean</u>		Fee Charged:
It is understood and agreed that the Damage/cleanliness Fee will be charged after a site inspection has been performed by the Recreation Director or her designee for damage and cleanliness at the end of the event. Damage and cleanliness expenses may be assessed if necessary.		
1. Community Services & Recreation Department approves request and issues permit.		
2. Application for permit shall be submitted no later than two weeks (14 days) before the proposed date of event.		
3. The facility is available Monday, Tuesday, Wednesday, Thursday evenings (6:30PM). Friday, Saturday and Sunday 10:00 AM to 6:30 PM only		
4. Permit is valid only for the date issued, but may be transferred upon mutual agreement of the Recreation Department and the requesting group. Approval of transfer will be based on availability of facility.		
5. The consumption of alcoholic beverages is prohibited.		
6. The facility must be left clean and all garbage must be removed and deposited into the dumpster.		
7. Those attending the event are restricted to the use of the space indicated.		
8. No food or drinks are permitted in the game room.		
9. All groups are to observe Chapter 256 of the Township of West Milford regarding the use of Township Recreation Areas. (Copy of this code is available at the Clerks Office or Community Services & Recreation)		
Please remember that YOU ARE IN BEAR COUNTRY. Black Bears are part of the forest environment. Humans are visitors. Think of yourself as a guest of the forest wildlife. Direct encounters with bears are rare and they usually pose little threat to humans. DO NOT ATTEMPT TO FEED OR ATTRACT BEARS – feeding bears is a dangerous activity.		
Applicant's Signature:		Date:
Approval:		Date:

TOWNSHIP OF WEST MILFORD

Passaic County, New Jersey

HOLD HARMLESS AGREEMENT

USE OF MUNICIPAL FACILITIES

Between the TOWNSHIP OF WEST MILFORD,

with principal offices located at: 1480 Union Valley Road, West Milford, NJ 07480

And

Organization Name

Street Address (Not Post Office Box)

Telephone Number

Contact Person

Organization Type: (Please Check One)

☐ Individual

☐ Non-Profit Organization

☐ Profit Making Organization

In consideration for use of municipally owned facilities at

on the following date(s): for the purpose of

the undersigned agrees to indemnify, defend and hold the Township of West Milford, NJ

(hereinafter referred to as the "Municipality") and its officers, agents, members, employees and assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgements, expenses, costs and attorneys' fees arising out of the use of the above stated municipal property for the purposes stated above.

I (we) understand this Hold Harmless Agreement also provides the Municipality be indemnified from any and all liability, claims, demands, damages, judgements, expenses and costs of any kind resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to, unless waived in writing by the Municipality.

I (we) agree to furnish a Certificate of Insurance evidencing Workers Compensation coverage (except for an individual) as well as Auto Liability (as applicable), General Liability, Bodily Injury and Property Damage coverage with minimum limits of liability not less than:

\$ 300,000. for an Individual \$ 500,000. for Non-Profit Organization

\$1,000,000. for a Profit Making Organization or Corporation

The Certificate of Insurance shall also specifically name the Municipality as an additional insured with respect to General Liability coverage for the event listed above.

It is further understood and agreed, the Municipality is not responsible for personal property of the undersigned or their guests or participants.

The following information concerning the intended use of the premises is furnished:

→ a) Alcoholic beverages (will) or (will not) be served.

→ b) Total number of persons anticipated is

→ c) Live entertainment (will) or (will not) be provided.

→ d) Other

** answer these questions*

Signed this day of , 20 , as the binding act in deed

of

Name of Organization or Party

Authorized Signature

Witness

Print Name

Print Name

NOTE: No photocopied or facsimile copies of this signed original Agreement shall be accepted. Only the original Agreement signed by an authorized individual shall be accepted. No exceptions and/or limitations to this Agreement will be accepted.

WM-HH-UOF

Revised: 05/17