

**BOROUGH OF WATCHUNG  
RECREATION COMMISSION**

**FIELD AND FACILITY PERMIT APPLICATION**

NAME: \_\_\_\_\_

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

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

EMAIL \_\_\_\_\_ SPORT \_\_\_\_\_

Name of Organization, Team, Club Etc. \_\_\_\_\_

Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

FIELD / FACILITY \_\_\_\_\_ FEE

Pavilion Rental:

Resident	\$50.00 per event
Non-Resident / Commercial	\$100.00 per event

Port-A-John Rental \$150.00 (includes delivery)

Mobus/Phillips Fields:

Sport Programs	\$10.00 per person/per week
Events (Non-Profit) – Resident	\$50.00 per event
Non-Resident	\$150.00 per event

Gazebo:

Resident	\$50.00 per event
Non-Resident	\$100.00 per event

All Watchung Based Non-Profit Sports Programs,  
Government or School Based Events  
and Non-Profit Fund Raising Events Free of Charge

All fees include removal of bagged garbage and access to electricity, if needed.

FIELD / FACILITY REQUESTED \_\_\_\_\_

DATES \_\_\_\_\_

TIMES \_\_\_\_\_

**ALL COACHES ARE REQUIRED TO SUBMIT A COPY OF THEIR RUTGERS S.A.F.E.T.Y. CERTIFICATION  
INSURANCE CERTIFICATE MUST BE SUBMITTED WITH ALL APPLICATIONS  
PLEASE MAKE CHECKS PAYABLE TO "WATCHUNG BOROUGH"**

To Whom It May Concern:

Enclosed is the **Watchung Recreation Facility/Field Permit Application**. Please note that applications must be submitted with the following items attached:

- 1) Signed Facility/Field Use Policies and Lease Agreement
- 2) Signed Hold-Harmless Agreement
- 3) Signed AED and Lightning Detection Form
- 4) Insurance certificate indicating the policy number
- 5) A copy of the Rutgers certification card(s) for coach(es)
- 6) A check payable to the **Borough of Watchung** when applicable.

The Recreation Commission is requesting that all applications be returned as soon as possible. Please fax to 908-757-7027 or mail to the following address:

Borough of Watchung  
Recreation Department  
15 Mountain Blvd.  
Watchung, NJ 07069

Thank you in advance for your cooperation during this process and for your dedication to the community. Please contact the recreation department if you need more information or have any questions.

Sincerely;

Maria Bachert  
Watchung Recreation Director  
[mebachert@optonline.net](mailto:mebachert@optonline.net)

MB/mb  
Enclosure

**Watchung Recreation Commission  
Facility/Field Use Policies and Lease Agreement**

**General Information**

To rent a facility or field, community organizations are required to complete a rental application and pay the appropriate fee (if applicable). Rental applications are available at Borough Hall located at 15 Mountain Boulevard (908) 756-0080 and online at [www.watchungnj.com](http://www.watchungnj.com)

Athletic playing field rentals will be accepted twice a year:

- From January 2– February 15th for rentals occurring March 1 – June 30
- From April 2– May 15th for rentals occurring July 1 – November 30.

**\*\*Please note that not all facilities are available during the above dates and use of facilities may be canceled due to inclement weather or field conditions\*\***  
All other rental applications will be accepted year-round with at least two weeks notice.

The Recreation Commission considers the following factors when reviewing facility use permits:

- Recreation Commission
- Watchung Residents
- Sponsored Activities
- "Seasonality" of the Activity

"Sub-leasing" of any field from one sports group to another is prohibited. The Recreation Commission must approve every date, time, and field.

The Recreation Commission reserves the right to consider all rental requests and allocate rental time based on the number of requests and the overall time requested. The Recreation Commission also reserves the right to disapprove permits if it is determined that fields are deteriorating because of overuse.

Community members must be 21 years of age or older, and be authorized by the applicant (if you are not the applicant), to sign a reservation agreement. When the planned activity is primarily for people under 21 years old, the person signing the reservation agreement will be responsible for providing one adult chaperone for each group of 10 youth in attendance under the age of 21.

The Recreation Commission reserves the right to require the renter to provide police security for special programs.

All rental fees must be paid in full within two weeks of rental approval, unless other arrangements have been made with the Recreation Director.

The Recreation Commission reserves the right to cancel practices/games due to weather conditions and/or field conditions. Failure to abide by this policy can result in cancellation of your rental agreement.

**Renter Responsibilities**

All applicants requesting use of facilities and equipment must observe the following guidelines and requirements:

1. The renter must leave the area, facility or equipment in a clean and orderly condition. All trash must be properly disposed.

2. **Prohibited Items:** Beer, wine, alcoholic beverages, firearms, tobacco products and illegal drugs are NOT allowed within Borough parks, fields, and facilities.

3. **Liability:** The Watchung Recreation Commission and Borough of Watchung assume no liability for the renter's use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Borough harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment of facility in question. Watchung residents utilizing facilities for private functions must provide a copy of their Homeowner's Declaration page. Nonresidents and residents holding larger organized functions must have general liability insurance that covers the Borough with limits of \$1,000,000.00 combined single limit with an aggregate of \$2,000,000.00. A certificate of insurance, acceptable to the Borough Administrator, must be filed with the Borough at least five days prior to the use of Borough facilities.

4. **Governmental Boards and Agencies:** Facilities are available at no charge to official government boards and agencies for events in the public interest when not otherwise in conflict with this policy.

8. **Damages:** Any and all damages to the facilities, equipment, and other Borough of Watchung property, while being used by the renter, will be the responsibility of the renter and payable in full to the Borough of Watchung. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities. The Recreation Commission reserves the right to decline renting to patrons who have incurred damages to Borough property in previous rentals.

9. **Policy of Non-Discrimination:** Borough of Watchung facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, or marital status. The Borough of Watchung does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

10. **ADA Statement:** Although specific programs for persons with disabilities are limited, the Watchung Recreation Commission is committed to providing equal access to programs and facilities for these individuals. Reasonable accommodation and support can be requested to provide access to desired programs and activities. Requests should be made at least 10 days in advance. In addition, where a need is demonstrated and resources are available every reasonable effort will be made to establish specific programs for persons with disabilities.

The individual signing this lease agreement and the accompanying permit is responsible for ensuring that all policies included in the Watchung Recreation Commission's Facility/Field Use Policy are followed. The representative should notify us immediately if there are any maintenance/safety issues or damage to fields that need to be addressed.

Please sign below to confirm that you have received a copy of the Facility/Field Use Policy and Lease Agreement and agree to abide by the policies.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOLD-HARMLESS AGREEMENT**

I sign this Hold-Harmless as My voluntary act and by this act agree to hold You harmless and indemnify You from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity I will be holding (as described) on the date(s) listed on application.

I also shall provide You with a Certificate of Insurance and that I shall provide same as soon as practicable and not less than five (5) business days before the date of the planned activity. Said Insurance shall be written with a company maintaining a rating of at least "A-" according to A.M. Bests. Said General or Public or Business Liability policy shall be in an amount of not less than one million dollars (\$1,000,000.00) per occurrence. It is understood You will be listed as an additional insured on that policy and Certificate of Insurance.

If I, as an individual, am holding a private, personal event, I shall provide You with a copy of my Homeowners or Condo or Renters policy declarations page with Personal liability coverage of not less than one million ( \$1,000,000.00) each occurrence.

(Applicable to Corporation Only) I also agree that I am obligated to reimburse You for all reasonable attorney's fees incurred by You to enforce the terms of this Hold-Harmless or to defend Yourself against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by Me or My sole cost and expense pursuant to this Hold-harmless.

**LEGAL SIGNATURES:**

Signature on behalf of "I/We/Me/My:

a) Individual \_\_\_\_\_ Date \_\_\_\_\_

or

b) Individual \_\_\_\_\_ on behalf

of \_\_\_\_\_ Date \_\_\_\_\_

organization or

c) Individual \_\_\_\_\_ Title

on behalf of

\_\_\_\_\_(Corporation)

Address of Individual, Organization or  
Corporation: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

Date \_\_\_\_\_

**and**

Signature of Person on behalf of the **Borough of Watchung**:

d) \_\_\_\_\_

Person's Title \_\_\_\_\_

Date \_\_\_\_\_

Hold-Harmless Agreement

**- FOR USE WITH CORPORATIONS ONLY - PROVIDE THIS ONLY IF ENTITY USING THE PREMISES IS A CORPORATION**

**CORPORATE ACKNOWLEDGMENT**

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_

SS.:

I CERTIFY that on \_\_\_\_\_, 20\_\_

\_\_\_\_\_ personally came before me and this person acknowledged under oath, to my satisfaction, that:

- a) this person is the \_\_\_\_\_ of \_\_\_\_\_ the corporation named in the attached document;
- b) this person is the attesting witness to the signing of this document by the proper corporate officer who is \_\_\_\_\_, the \_\_\_\_\_ of the corporation;
- c) this document was signed and delivered by the corporation as its voluntary act duly authorized by a proper resolution of its Board of Directors;
- d) this person knows the proper seal of the corporation which was affixed to this document; and
- e) this person signed this proof to attest to the truth of these facts.

Signed and sworn to before me

on \_\_\_\_\_, 20\_\_

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**The Borough of Watchung has an automatic lightning prediction and warning system in continuous use.**

The unit, referred to as the Thorguardian, is on top of the snack shack at Phillips Field. The sensor monitors energy as far as 15 miles and evaluates the potential for lightning within an area of approximately two miles in radius. When the Thorguardian senses a hazardous condition, the system automatically provides both audible and visual alerts. When a dangerous condition exists a warning blast will occur and the amber light will flash. **THE FIELDS MUST BE CLEARED IMMEDIATELY.** The light will continue to flash until the dangerous condition no longer exists. Please review the following safety points with your organization leaders and participants:  
Do not seek shelter under a tree.  
Do not seek shelter on the snack shack deck  
Do not seek shelter in a dugout by a metal fence.

The Thorguardian prediction system is only a supplementary source of guidance. Should thunderstorm conditions develop, and the system is not activated, use good judgment and seek shelter.

Sign \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

I have read and understand the above information; I will explain the function of lightning prediction system and review the safety points with all of the coaches, supervisors, parents and participants involved in my program, event or activity.

**Automated External Defibrillator (AED)**

The Borough of Watchung has an Automated External Defibrillator (AED) on site at Phillips Field.

The unit, referred to as an AED, is located on the south side of the snack shack at Phillips Field Sports Complex.

The Borough of Watchung and The Watchung Recreation Commission recommends that the use of the AED be done by a certified individual.

Each youth sports organization will ensure that the AED status indicator is GREEN prior to field use. In the event that the status indicator is RED, call TEAM LIFE, INC 732-946-4243 or (888)466-8686 (phone numbers are listed on the AED unit)

Sign \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

I have read and understand the above information. I will explain the function of AED system and review the safety points with all of the coaches, supervisors, parents and participants involved in my program, event or activity.