



BOROUGH OF PARK RIDGE

55 Park Avenue
Park Ridge, NJ 07656
Phone: (201) 573-1800
Fax (201) 391-7130

GUIDELINES FOR USING MEMORIAL PARK PAVILION

The following guidelines must be adhered to in order to hold a function at the Memorial Park Pavilion. Failure to follow these guidelines will result in a revocation of user privilege.

- Pavilion use is restricted to Park Ridge residents only.
- A facility request form must be completed and submitted to the Borough Administrator's Office at least ten days in advance. An executed Hold Harmless Agreement, along with a certificate of insurance, must be provided five days prior to the event. Individuals may obtain a certificate of insurance through their homeowner's/tenants policy and, when applicable, umbrella liability policy. Reservations are conditional until the Hold Harmless and Certificate of Insurance are received.
- Reservations are required for a child's birthday party. The party is limited to 3 hours, morning or afternoon.
- Birthday parties are restricted to a maximum of 35 people.
- Permission for other events will be granted on a case-by-case basis, for either the morning or afternoon use of the Pavilion; use of the Pavilion for an entire day is prohibited.
- Pavilion use is exclusive during the reserved party time. **However, the remaining tables, the playground, the field, the parking lots – all other facilities are open for resident use at all times.**
- No rain dates.
- No live entertainment except a single-person act, such as a clown or magician. Ponies, inflatable rides, mechanical rides, are strictly prohibited. Live bands are prohibited.
- Keys are available for the restrooms and may be picked up at Borough Hall the day before the event. Keys must be returned the next day (there is a drop box in the front of Borough Hall for weekend returns).
- Alcohol and drug consumption are prohibited.
- **All groups must clean up after the event to restore the area to its condition prior to the event.** All garbage must be bagged and deposited in the dumpster across from the firehouse.
- For questions, or to make reservations, please contact Karen Prezant at 201-573-1800.

Attention all Community Center facility applicants:

ORGANIZATIONS ARE RESPONSIBLE FOR SETTING UP PRIOR TO THE MEETING AND RETURNING TABLES AND CHAIRS TO THEIR ORIGINAL LOCATION AT THE CONCLUSION OF THE MEETING.

Failure to do so will result in a revocation of user privilege.

If you find the room in an unkempt condition prior to your use, please notify the Administrator's office the next business day.
You are still responsible for stacking chairs, straightening tables, and cleaning up after your group.



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APPLICATION FOR USE OF BOROUGH FACILITIES

**Team Rosters with Players Names and Addresses MUST Be Provided
With Application To Use Any Borough Fields**

Organization making application: _____

Facilities Requested: _____

Date Requested: _____ Time requested: _____

Purpose for which facility is requested: _____

Will this use require refreshments: _____

Name of responsible adult who will be present and in charge: _____

Address: _____ Phone: _____

Cell Phone: _____ Email: _____

Will an admission or registration fee be charged: _____ If so, amount: _____

Proceeds of event will be for benefit of _____

Will public be admitted: _____ Approx. attendance: _____

Services needed (describe) POLICE _____ POLICE RESERVE _____

DPW _____ OTHER _____

I hereby agree to observe and comply with all rules and regulations of the Borough of Park Ridge governing the use of public property, and to become responsible for any damage to the grounds, buildings, furniture or equipment. I also agree to go to the property director in advance of use of the facilities to arrange any details necessary. Further, I agree to pay for all rental fees and charges for services of personnel required in accordance with Borough policy. I agree to provide adequate police and fire attendance and that I will make good any damage or loss arising from our occupancy of the facility.

NAME OF PERSON MAKING APPLICATION: _____



INSURANCE REQUIREMENTS

For use of Borough of Park Ridge Property or facilities

The use of _____, Borough of Park Ridge property by the
aforementioned organization/ individual is contingent on a certificate of insurance as required herein on file in the office
of Borough Clerk, Borough of Park Ridge, NJ 07656 – 5 work days PRIOR to the date of use, or as required in the
guidelines for use of the property.

1. The Certificate of Insurance must indicate the following:
 - a. Minimum limits of \$300,000 CSL personal liability (for individual(s) town residents) \$1,000,000 CSL, General liability (for businesses and all others) for bodily injury and property damage. Note: The Borough may require higher liability limits upon review of the application i.e. nature of activities planned, number of persons attending, proposed entertainment, the serving of Liquor (if permitted) or any other reason it deems necessary.
 - b. Said Insurance certificate **shall name the Borough of Park Ridge, it's Officials, agents and employees as additional insureds.**

HOLD HARMLESS AGREEMENT

For and in consideration of the use/rent of _____
(name of facility)

On the following dates _____ For the purpose of _____

_____, the undersigned agrees to indemnify and hold harmless the Borough of Park Ridge its officials, agents, and employees harmless from any and all liability, claims, costs and attorneys fees arising out of the use of said premises or property referenced above and including any losses or damages arising from the acts or omissions of any guest, participant, visitor, employee, servant or other person attending the event herein referred to.

This Agreement shall remain in full force and effect for any continued, additional or postponed date(s) for the event indicated.

The Borough of Park Ridge reserves the right to cancel or interrupt the event if the representations set forth herein and on application, or guidelines for use of said property are not adhered too or if the Borough determines that a situation that might lead to personal injury, property damage or violation of law exists.

Name of Individual or Organization _____

Type of Organization: circle one (individual, LLC
partnership, Non-profit, Corporation, Public Entity)

Position: _____

Telephone#: _____

Address:(not P.O box) _____

Date _____

Authorized Signature _____

X



State of New Jersey

Model Athletic Code of Conduct

The following model athletic code of conduct is promulgated in accordance with the provisions of P.L. 2002, Chapter 74.

Preamble:

Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct:

1. I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
2. I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official or any other attendee.
5. I will not use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
7. I will not engage in the use of profanity.
8. I will not encourage my child, or any other person, to engage in the use of profanity.
9. I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
10. I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
11. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
12. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
13. I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
14. I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event I will be subject to disciplinary action, including but not limited to the following in any order or combination:

1. Verbal warning issued by a league, organization or school official.
2. Written warning issued by a league, organization or school official.
3. Suspension or immediate ejection from a youth sports event issued by a league, organization or school official who is authorized to issue such suspension or ejection by a school board or youth sports organization.
4. Suspension from multiple youth sports events issued by a league, organization or school official who is authorized to issue such suspension by a school board or youth sports organization.
5. Season suspension or multiple season suspension issued by a school board or youth sports organization.

Name

Signature

Date