



Borough of Bogota

Recreation Department

162 W. Main Street • Bogota, N.J. 07603 • (201-487-4368)

RECREATION CENTER PERMIT APPLICATION

The procedure for applying for a permit for the Borough of Bogota Park/facility is as follows:

1. Complete and Submit Application at least **4 weeks in advance** with the following:
2. Completed Hold Harmless Agreement
3. Certificate of Insurance
 - a. The certificate of insurance must list your name or group's name as the insured. In addition, the Borough of Bogota must be listed as additional named insured. The liability limit for bodily injury and property damage must not be less than \$1,000,000 per occurrence

After the application, certificate of insurance and hold harmless agreement are received, the application will be

1. Reviewed for availability of date(s), times and appropriate space.
2. Sent for approval to all Department Heads: Recreation Director, Police Chief, Health Director (vended foods), Fire Chief (open flame/propane gas), Public Works Director (trash receptacles) and City Manager.
3. Assessed a fee which will be invoiced and must be paid prior to issuance of a valid permit.

PRIORITY OF USERS

1. Borough use including the Recreation sponsored or co-sponsored sports and activities
2. Board of Education sponsored activities
3. Resident Groups/Businesses

RULES & FEES

Recreation Center Rental Cost:

RESIDENTS:

\$350.00 Rental Price + \$250.00 Security Deposit (will be returned once your rental is over providing that ALL RULES WERE FOLLOWED AND BUILDING WAS VACATED ON TIME)

NON-RESIDENTS:

\$400.00 Rental Price + \$250.00 Security Deposit

****(Security Deposits will be returned once your rental is over providing that ALL RULES WERE FOLLOWED AND BUILDING WAS VACATED ON TIME)***

1. NO SMOKING OR SMOKE FOG MACHINES IN BUILDING
2. NO LOUD MUSIC AFTER 10 PM
3. RENTERS MUST REMAIN IN BUILDING
4. MAXIMUM CAPACITY FOR BUILDING IS 81 PEOPLE
5. FACILITY MUST BE CLEANED AND ALL GARBAGE PUT INTO DUMPSTERS
6. FLOORS MUST BE SWEEPED AND MOPPED IN BUILDING AND BATHROOMS
7. FOR FAMILY PARTIES ONLY, NO ADMISSION CAN BE CHARGED
8. ALL DECORATIONS PUT UP MUST BE REMOVED AND DISPOSED OF
9. STOVE, REFRIGERATOR, AND MICROWAVE MUST BE CLEANED
10. PARTY MUST END BY 11PM AND BUILDING CLEANED & VACATED BY MIDNIGHT
11. KEY MUST BE RETURNED TO POLICE IMMEDIATELY AFTER CLOSING
12. DO NOT TAPE, STAPLE OR WRITE ON OR AROUND TABLES
13. DO NOT TOUCH THE TV HANGING ON THE WALL
14. AN INSURANCE CERTIFICATE MUST BE PROVIDED BY YOUR INSURANCE COMPANY HOLDING THE REC. HARMLESS

ANY & ALL VIOLATIONS OF THESE RULES WILL RESULT IN LOSS OF YOUR SECURITY DEPOSIT.

Applicants
Name:

Address

Street *City* *State* *ZIP Code*

Phone #

Email

Purpose of event: (Be Detailed)

Date of Event: _____

Number of Attendees: _____

Start Time: _____ End Time: _____ (MUST BE OUT OF BUILDING BY MIDNIGHT)

Will you be using kitchen appliances? Yes No

If Yes, please write what appliances you will be using:

If this application is granted to _____ agrees to assume Responsibility for the preservation of ordering said building or area, liability for any damage there to or loss of property that may occur in the course of the rental, for all fees in connection with the rental of recreation facilities, and for the observance of all rules and regulations of the Bogota Recreation Department governing the use of the building/fields set forth in Recreation Policy. The foregoing policies are as much a part of this application and agreement as if they were attached here to.

Recreation Director Approval

Deposit Received:

Deposit Returned:
