



# Borough of Bogota

Recreation Department

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

## FIELD 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

Field Permits are issued between April 1<sup>st</sup> through December 1<sup>st</sup>.

**\*\$50.00 per 2 hours, per Area\***

**Applicant Name:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

(Authorized to act on behalf of Applicant, if different than Applicant)

**Applicant's Address:** \_\_\_\_\_

(Street)

\_\_\_\_\_  
**City**

**State**

**Zip Code**

**League Name:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PLEASE CHECK ALL BOXES THAT APPLY: \*\$50.00 per 2 hours, per Area\***

Select Season: (please select if this is a seasonal or one-time request)

SEASONAL REQUEST

Spring

Summer

Fall

ONE-TIME REQUEST

**FIELD/AREA SELECTION:**

**OLSEN PARK:**

- Pavilion
- Tennis Court
- Basketball Courts
- Playground
- Grass Area
- Stage

**FIELDS:**

- Softball Field (Vin Scully Field)
- T-Ball Field (Vin Scully Field)
- North Baseball Field
- South Baseball Field (Frank "Zak" Zakrzweski)
- Soccer Field

**PLAYGROUNDS:**

- Sgt. Frank Pagano Park
- Vincent F. Petrik Park

**Requested Date(s):** \_\_\_\_\_

**Days of the Week:**

- Monday     Tuesday     Wednesday     Thursday  
 Friday     Saturday     Sunday

**Start Time:** \_\_\_\_\_ **End Times:** \_\_\_\_\_ (Must be off field by 9pm)

**\*\$50.00 per 2 hours, per Area\***

Number of Expected Attendees: \_\_\_\_\_

Are you requesting lights? Yes  No

If Yes, what times will you be using the lights? \_\_\_\_\_

## POLICY ON USE OF MUNICIPAL FIELD

1. The fields will be **CLOSED** between the months of *December 1<sup>st</sup> and April 1<sup>st</sup>*.
2. **The Borough reserves the right to cancel any or all reservation(s) if deemed necessary.**
3. Any group or person doing their own maintenance, leaving the field/areas a mess on any field will **VOID** their permit.
4. The Borough reserves the right to determine a security deposit for events. Deposits will be refunded during regular office hours.
5. **THE RECREATION DEPARTMENT HAS THE RIGHT TO CLOSE THE FIELDS AT ANY TIME.**

**\*Please note: Fields will be assessed daily by Recreation & DPW to determine playable conditions\***

## PARK RULES AND REGULATIONS

1. Setting up and cleaning up of facility after use is the responsibility of the applicant.
2. Alcoholic beverages are prohibited.
3. No open flames/gas without approval.
4. Smoking is prohibited (includes adjacent sidewalks).
5. Defacement of park property is prohibited.
6. No dogs allowed
7. Motor vehicles of any kind are prohibited anywhere in the park and legally parked in designated areas.
8. Signs and circulars may not be posted, pasted, or affixed within the park unless approved in advance.
9. Ball playing of any type must be played in designated area(s) unless a permit is issued.
10. The supervision of the restrooms is the responsibility of the in-season sport, its coaches, administrators, and volunteers.
11. Failure to obtain or present permit upon request will result in permit annulment.
12. Three missed dates will nullify your permit.

**I have read and understand the above rules and regulations expressed above.**

\_\_\_\_\_  
*Signature of responsible party*

\_\_\_\_\_  
*Date*

## HOLD HARMLESS AGREEMENT

The undersigned agrees to indemnify and hold the **Borough of Bogota** and its officers, agents, and employees harmless from any and all liability, claims cost and attorney's fees arising out of the use of the property referred to above. I understand that this Hold Harmless Agreement also requires that the **Borough of Bogota** is indemnified from any losses or damages 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 **Borough of Bogota** I agree to furnish a Certificate of Insurance specifically naming the **Borough of Bogota** as additional insured providing general liability coverage including, bodily injury and property damage with the minimum limits of liability not less than \$1,000,000. In order to induce the **Borough of Bogota** to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

I have read and understand the above Hold Harmless Agreement above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_