



Borough of Metuchen Park & Facility Use Application



Borough of Metuchen - Recreation Department
15 Center Street Metuchen, NJ 08840

Organization/Requester: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Facility: _____

Date(s): _____

Start Time: _____ End Time: _____

Purpose: _____

Number of attendees, including spectators/officials: _____

Is this a Metuchen Borough/BOE-sponsored event? Yes No

Is the organization non-profit/tax-exempt (proof required)? Yes No

Is the activity a fund-raising event? Yes No

Do participants pay a fee? Yes No If yes, How much? _____

Will concessions be sold? Yes No If yes, What type of items? _____

Application Instructions

- Application must be completed and signed prior to submission for review. Incomplete and/or unsigned applications will not be reviewed.
- False, omitted, or incorrect information will be cause for application denial.
- Upon approval of application by Recreation Commission, you will be informed of fees and manner to make payment. Payment must be made prior to date of event(s).
- Permit must be with responsible party on location during time of permit.
- Certificate of Insurance must be presented prior to issuance of permit. Additional Insured/Certificate Holder shall be "Borough of Metuchen, 500 Main Street, Metuchen NJ 08840".
- Permit may be revoked at any time at discretion of Recreation Commission.
- Applications must be made at least 10 business days prior to start of permit for review.

Applicant does hereby agree to indemnify and hold harmless the Borough of Metuchen, its officers, employees and agents, from and against all liability, claims and demands on account of injury, loss or damage, or any other loss of any kind whatsoever; which arise out of are in any manner connected with this event. Applicant agrees to be legally and financially responsible for the conduct and control of both patron and participant, and to comply with all federal, state and local laws, and the Borough of Metuchen policies relative to community use of Borough property.

** Smoking, alcohol, and illegal drugs are expressly forbidden on Borough property.

Applicant Signature: _____ Date: _____