



# Borough of Metuchen Playing Field 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 participants: \_\_\_\_\_ Number of Metuchen residents: \_\_\_\_\_

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 and Hold Harmless Agreement must be completed and signed prior to submission for review. Incomplete and/or unsigned applications will not be reviewed.
  - **All participants in athletic activity must sign and return a Hold Harmless Agreement.**
  - Applicant/Permit Holder will submit an acknowledgement that all participants have signed and returned a Hold Harmless Agreement.
- False, omitted, or incorrect information will be cause for application denial.
- Upon approval of application by Recreation Department, you will be informed of fees and manner to make payment. Payment must be made via credit/debit card/echeck via the Recreation Registration Portal **prior** to date of event(s). Applicant will be granted 96 hours to make payment after notification of application approval.
- Permit must be with responsible party on location during time of permit – may be downloaded on phone.
- Certificate of Insurance (if required) 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 Borough Administration.
- Applications must be made at least 15 days prior to start of permit for review.
- Start/End Times are inclusive of any warm-up, set-up, and/or clean-up time.
- Complete Rules and Regulations concerning the use of a Borough facility may be found at: <https://ecode360.com/13501444>

Smoking, alcohol, and illegal drugs are expressly forbidden on Borough property. Application, Hold Harmless Agreement(s), and Certificate of Insurance (if required) shall be sent to Borough Clerk of Metuchen, 500 Main Street, Metuchen NJ 08840 or [dzupan@metuchen.com](mailto:dzupan@metuchen.com). After review by Borough Clerk the application will be forwarded to the Recreation Department and final review.



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**Facility Use Prioritization and Fee Grouping:**

1. Program sponsored by the Borough of Metuchen (A)
2. Program sponsored by the Metuchen Public Schools (A)
3. Program sponsored by the Metuchen Youth Sports Coalition (A)
4. Community program with 80%+ residents of Metuchen\* (B)
5. Metuchen Residents (B)
6. Metuchen-based Non-Profit organizations\*\* (B)
7. Non-Metuchen based Non-Profit organizations\*\*
8. Area program with 25% - 79% residents of Metuchen\* (C)
9. Non-local program with less than 25% residents of Metuchen (C)
10. Middlesex County Residents (C)
11. Non-Middlesex County Residents (C)
12. Metuchen-based For Profit organization (C)
13. Non-Metuchen based For Profit organization (D)

Multi-Purpose Artificial Turf Fields (Myrtle Field, Charles Field, Edgar Field)				
	Group 'A'	Group 'B'	Group 'C'	Group 'D'
Weekday	No Fee	\$50.00/hour	\$75.00/hour	\$100.00/hour
Weekend	No Fee	\$75.00/hour	\$100.00/hour	\$125.00/hour
Use of Lights***	No Fee	\$20.00/hour	\$20.00/hour	\$20.00/hour
Deposit	No Fee	\$250.00	\$250.00	\$250.00
***Edgar Field does not have lights. Charles & Myrtle Fields may not have lights on during the morning hours and may not be on later than 10:00pm, Monday-Saturday, and are not permitted on at all on Sundays.				

Grass Baseball, Softball, Soccer/Football, Multi-Purpose Fields (Oakland Park, Hampton Park, Vidas Park)				
	Group 'A'	Group 'B'	Group 'C'	Group 'D'
Weekday	No Fee	\$25.00/hour	\$50.00/hour	\$75.00/hour
Weekend	No Fee	\$50.00/hour	\$75.00/hour	\$100.00/hour
Deposit	No Fee	\$250.00	\$250.00	\$250.00

\*Residency is assumed to be all non-Metuchen participants. Residency percentage is determined with the submission of Individual Hold Harmless Agreements.

\*\*Proof of Non-Profit status is required if claiming Non-Profit.

**Application Checklist:**

- Application filled out completely.
- Hold Harmless for applicant/permit holder signed/dated and included?
- Assurance from applicant/permit holder that all participants have signed/dated/returned Hold Harmless?
- Certificate of Insurance (if required) included? Required by organizations/businesses/entities.
- Proof of non-profit status if claiming status?

# Borough of Metuchen Hold Harmless Agreement & Acknowledgement

## Applicant/Permit Holder for Organization/Group

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

To the fullest extent permitted by law, \_\_\_\_\_  
(Name of Contractor/Vendor/Facility Permit Holder)

\_\_\_\_\_  
(Address of Contractor/Vendor/Facility Permit Holder)

Contractor/Vendor/Facility Permit Holder hereby WAIVES AND RELEASES any and all claims it may have now or that may come into existence against the Borough of Metuchen, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Metuchen, which arises out of the Contractor/Vendor/Facility User's use of the Borough's property or facilities. This Waiver and Release specifically includes the waiver and release of all claims for any personal injury or illness, including bodily injury or death and/or property damage, including loss of use thereof. Further, the undersigned Contractor/Vendor/Facility Permit Holder UNDERSTANDS AND AGREES that this Release includes any claims based on the actions, omissions, or negligence of the Borough of Metuchen, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Metuchen.

To the fullest extent permitted by law, the undersigned Contractor/Vendor/Facility Permit Holder agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Metuchen, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Metuchen, against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Metuchen, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Metuchen, by reason of personal injury or illness, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected to alleged negligence on the part of the Contractor/Vendor/Facility Permit Holder.

**If required**, Contractor/Vendor/Facility Permit Holder agrees to furnish a Certificate of Insurance as to workers compensations coverage (except for an individual) and Certificate of Insurance specifically naming the Borough of Metuchen as an additional insured, providing a general liability, bodily injury and property damage coverage with minimum limits of liability not less than:

- \$300,000 for an individual
- \$1,000,000 for non-profit organization
- \$1,000,000 for a profit-making organizations or corporation

**Contractor/Vendor/Facility Permit Holder also assures and attests that all participants under this requested permit have signed, dated, and submitted an Individual Hold Harmless Agreement.**

Contractor/Vendor/Facility Permit Holder: \_\_\_\_\_

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

**Borough of Metuchen Hold Harmless Agreement  
Individual Facility User**

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

**Each Facility User/Participant is required to submit a completed Hold Harmless Agreement prior to participating in an athletic activity on a Metuchen playing field.**

To the fullest extent permitted by law, \_\_\_\_\_  
(Name of Facility User/Participant)

\_\_\_\_\_  
(Address of Facility User/Participant)

Facility User/Participant hereby WAIVES AND RELEASES any and all claims it may have now or that may come into existence against the Borough of Metuchen, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Metuchen, which arises out of the Facility User's use of the Borough's property or facilities. This Waiver and Release specifically includes the waiver and release of all claims for any personal injury or illness, including bodily injury or death and/or property damage, including loss of use thereof. Further, the undersigned Facility User/Participant UNDERSTANDS AND AGREES that this Release includes any claims based on the actions, omissions, or negligence of the Borough of Metuchen, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Metuchen.

To the fullest extent permitted by law, the undersigned Facility User/Participant agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Metuchen, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Metuchen, against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Metuchen, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Metuchen, by reason of personal injury or illness, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected to alleged negligence on the part of the Facility User/Participant.

Facility User/Participant Name: \_\_\_\_\_

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





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

Borough Clerk:

- Application Complete?  Yes  No
- Hold Harmless for Applicant/Organization Included?  Yes  No
- Hold Harmless for Individual Participants Included?  Yes  No
- Certificate of Insured Included?  Yes  No  N/A
- Proof of Non-Profit Status Included?  Yes  No  N/A
- Is review by Borough Administrator Required?  Yes  No
- Is review by Police Chief Required?  Yes  No
- Approved and ready for Recreation Department?  Yes  No
  - If Denied, Reason for Denial: \_\_\_\_\_

Recreation Department:

- Facility available for time requested?  Yes  No
  - If No, are there any alternatives?  Yes  No
    - If Yes, What are alternatives? \_\_\_\_\_
  - If Yes
    - Amount of Deposit:  \$250  Not Required  Other Amount: \_\_\_\_\_
    - Reason for Not Required or Other Amount: \_\_\_\_\_
- Total Hours for permit: \_\_\_\_\_ x Fee Group Rate \_\_\_\_\_ = \_\_\_\_\_
- Total Hours for lights: \_\_\_\_\_ x \$20/hour \_\_\_\_\_ = \_\_\_\_\_

Approved      Total Fee Assessed: \_\_\_\_\_  
 Applicant Notified?  Yes  No.    Date of Notification: \_\_\_\_\_  
 Payment Received?    eCheck \_\_\_\_    Credit/Debit Payment \_\_\_\_    Total Paid: \_\_\_\_\_

Denied      Reason for Denial: \_\_\_\_\_