

**BOROUGH OF MORRIS PLAINS  
APPLICATION FOR FIELD/PARK USE**

Please complete and return application to:

Borough Annex  
10 Academy Rd  
Morris Plains, NJ 07950

Questions, contact: Karen Coffey, 973-538-0325

**BOROUGH OF MORRIS PLAINS  
RECREATION COMMISSION**

**APPLICATION FOR USE OF BOROUGH PARKS/FIELDS**

**The undersigned hereby makes application for an Events Permit/Parks Use for an activity which is described as follows and shall be conducted upon property under the supervision and control of the Morris Plains Recreation Commission as allowed by Chapter 16, Parks and Recreation Areas of the Revised Ordinances of the Borough of Morris Plains, New Jersey 1972:**

1. Applicant/Organization Name: \_\_\_\_\_

EMAIL: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Name and address of the person, persons, corporation or association sponsoring the activity, if any:  
\_\_\_\_\_  
\_\_\_\_\_

4. Applicant/organization desires permission to use the following premises, which is specifically described as:  
\_\_\_\_\_  
\_\_\_\_\_

5. The date and hours for which the permit is desired are: *(attach schedule, if needed)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The following attendance is estimated: \_\_\_\_\_

7. The purpose for which the activity is being conducted is:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. The use \_\_\_\_\_ is, \_\_\_\_\_ is not, requested for a fundraising activity.  
\_\_\_\_\_

9. **MEMORIAL FIELD**

It is the intent of the Recreation Commission to EXEMPT from set fees all RESIDENT NON-PROFIT AND NON-RESIDENT NON-PROFIT organizations that service Morris Plains.

**A. Fees:**

- (1) Non-Recreationally Sponsored, Residential (Morris Plains) Industrial, Commercial and Retail establishments sponsoring a team, shall pay a Fee of

**One Use Only - \$150.00**

**Season Use - \$500.00**

- (2) Non-Residential (Non-Morris Plains) Industrial, Commercial and Retail Establishments sponsoring a team, shall pay a Fee of

**One Use Only - \$ 300.00**

**Season Use - \$1,000.00**

(checks should be made payable to "Borough of Morris Plains")

**B. Team Rosters:** Prior to start of season, submit to this office all team rosters, which should include names, addresses, telephone numbers, and email of all individual team members, coaches and managers.

**C. Schedule:** Prior to start of season, submit to this office a schedule of all games to be played and each shall be indicated as to whether it is a home or an away contest.

**D. Hold Harmless Agreements:** Certain activities require the Applicant to execute a Hold Harmless Agreement as a condition of the issuance of the permit. If applicable, the Applicant shall execute an agreement which indemnifies, defends and holds harmless the Borough of Morris Plains and the Morris Plains Recreation Commission against any and all claims or actions for damages, costs and expenses including attorney fees, for injuries to persons or property that may arise out of, or be occasioned by the use of the above described property by the Applicant, or from any act of omission of any representative, agent and/or employee of the Applicant.

In consideration of the granting of the special events permit, the undersigned agrees to abide and be bound by the Rules and Regulations Governing the Use of Public Facilities as promulgated from time to time by the Morris Plains Recreation Commission and the General Rules of Conduct found at Section 16-4 of the Borough Ordinances.

The undersigned further acknowledges receipt of a copy of said rules and regulations and Section 16-4 General Rules of Conduct and that he/she has read same. Failure to abide by said Rules and Regulations may result in revocation of the permit.

**E. Liability Insurance/ Borough of Morris Plains:** Certain activities require the Applicant to purchase and maintain at his own expense during the special event public liability insurance to protect the Borough of Morris Plains and the Morris Plains Recreation Commission against damage and/or loss arising from or occurring as a result of the special event.

A Certificate of Insurance acceptable to the Borough of Morris Plains shall be filed with the Borough prior to the scheduled event. The Certificate shall contain a provision that coverage afforded under the policy shall not be canceled unless at least 15 days prior written notice has been given to the Borough and the Recreation Commission. The Certificate shall also indicate that the policy funds or insures any Hold Harmless Agreement between the Applicant and the Borough and the Recreation Commission. The following is an outline of the Borough of Morris Plains insurance requirements:

Insurance coverage shall be in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage per occurrence, and \$2,000,000 in the aggregate.

The Borough of Morris Plains and the Morris Plains Recreation Commission are to be named as additional insured.

Certificate Holder:

Borough of Morris Plains  
Morris Plains Recreation Commission  
531 Speedwell Avenue  
Morris Plains, NJ 07950

**E. Rules:** In consideration of the granting of the special events permit, the Applicant agrees to abide and be bound by the Borough of Morris Plains Park Rules and Regulations. The Applicant further acknowledges receipt of copies of said rules and regulations and that he/she has read them. Failure to abide by said Rules and Regulations may result in revocation of permission to use the Fields.

**F. Responsibility:** The Applicant accepts responsibility for all teams using the Fields on the dates and times permitted in this application. All users shall be aware of the Field Rules and shall exhibit appropriate behavior fitting of representing the Borough of Morris Plains and the Morris Plains Recreation Commission. The Applicant will be liable and field privileges may be suspended and/or revoked if the requirements of this application are not met.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Applicant/Organization

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICATION FOR USE OF BOROUGH OF MORRIS PLAINS FIELD(S) CHECKLIST**

Applicant's Name \_\_\_\_\_

Applicant's Organization \_\_\_\_\_

Applicant approved for use of :

\_\_\_\_\_

Date(s) of event: \_\_\_\_\_

\_\_\_\_\_

Provided:

\_\_\_\_\_ Hold Harmless – (Borough of Morris Plains)

\_\_\_\_\_ Borough of Morris Plains Rules and Regulations

\_\_\_\_\_ Insurance Certificate - (Borough of Morris Plains)

\_\_\_\_\_ Request for consumption of alcoholic beverages

Applicant:

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Morris Plains Recreation Commission:

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied by:

\_\_\_\_\_ Authorized Signature

\_\_\_\_\_ Date

**BOROUGH OF MORRIS PLAINS RULES AND REGULATIONS**

The following Rules and Regulations shall govern the use of recreational facilities authorized by the Borough:

1. The Applicant assumes full responsibility for the preservation of order in the designated area.
2. The Applicant agrees to observe all applicable local, state and federal laws and rules and regulations of the Borough of Morris Plains, the State of New Jersey, or the US Government.
3. The Applicant shall assume full and complete responsibility for the safety of the public in attendance and shall be responsible for any damage to any public property or to the premises. Certain activities may require the Applicant to execute a Hold Harmless Agreement and/or provide a Certificate of Insurance.
4. No food or beverages shall be served upon the premises unless specifically stated in the application. No alcoholic beverages may be consumed upon the premises without special permission of the Governing Body as provided by Borough Ordinance.
5. The Borough of Morris Plains and the Morris Plains Recreation Commission shall not be responsible for any articles which may be stolen or mislaid by any of the persons using the facilities, and the Applicant agrees to indemnify and save the Borough of Morris Plains and the Morris Plains Recreation Commission harmless from any loss so sustained.
6. All garbage and recycling shall be placed in the appropriate receptacle. Garbage should be in plastic garbage bags, secured with ties and placed in the Little League Concession Stand dumpster.
7. The Applicant shall be bound by all park rules and regulations and Borough Ordinances governing use and enjoyment of the Borough parks and other recreation areas. A permit may be revoked for violation of any Borough rule or regulation or Borough Ordinance or for good cause show pursuant to Section 16-6(f).

I have received a copy of the foregoing Rules and Regulations and read the same, and understand them. I agree to be bound by the Rules and Regulations individually and on behalf of the organization, if any, that I represent.

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

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

**HOLD HARMLESS AGREEMENT FOR APPLICATION FOR USE OF  
FIELDS AND PARKS**

In consideration of the granting of permission by the Borough of Morris Plains and the Morris Plains Recreation Commission to the Applicant for the use of the facilities set forth above, the Applicant shall indemnify, defend and hold harmless the Borough of Morris Plains, the Morris Plains Recreation Commission, their employees, agents, professionals and volunteers, collectively from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorneys' fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the conduct of the activities for which this application is made, and for the use of the facilities and any other facilities which are employed by the Applicant, or their guests, during the period for which the facilities requested are used, regardless of whether it is caused in part by a party indemnified hereunder.

\_\_\_\_\_ or \_\_\_\_\_  
Individual Individual on behalf of:  
  
\_\_\_\_\_  
Date Signed Organization  
  
\_\_\_\_\_  
Purpose of Event  
  
\_\_\_\_\_  
Date of Event  
  
\_\_\_\_\_  
Location of Event

\_\_\_\_\_  
June R. Uhrin, RMC, Borough of Morris Plains

\_\_\_\_\_  
Date Signed

**CERTIFICATE OF INSURANCE CHECKLIST (for Borough of Morris Plains)**

1. The Certificate of Insurance should be checked for the following items:
2. The "Insured" should read the same as the "Applicant"
3. The "Insurance Company" should be shown in the "Company Affording Coverage" section.
4. Under the "General Liability" section of the Certificate, the following items should be checked (X):
  - a. Comprehensive Liability
  - b. Contractual Liability
  - c. Host Liquor Liability (if liquor is being served)
5. The general liability policy number should be shown on the Certificate
6. The policy "effective" and "expiration" dates should be shown. (The "event" date must fall within the policy "effective" and "expiration" dates; otherwise the insurance will expire before the event.)
7. For profit making organizations and larger non-profit corporations/associations the preferred limit is \$1,000,000 combined single limit for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate.
8. In the "Description of Operations" section, the Borough of Morris Plains should be named as "Additional Insured" as respects to use of our facility.
9. The "Certificate Holder" section should show the full name and address of the Borough of Morris Plains – 531 Speedwell Avenue, Morris Plains, New Jersey 07950.
10. The "Cancellation" section should indicate at least a fifteen (15) day Notice of Cancellation.
11. The Certificate must be signed by an "authorized representative" from the renter/user's insurance company.



**BOROUGH OF MORRIS PLAINS HOLD HARMLESS**

**1. Definitions:**

"I/We Me/My" shall mean

Individual

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Work/Cell #: \_\_\_\_\_

Organization (if applicable)

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Work/Cell #: \_\_\_\_\_

Corporation (if applicable)

Person Responsible: \_\_\_\_\_

Business Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

"You/Yours" shall mean the municipal corporation known as the Borough of Morris Plains, its agents, servants employees, or contractors.

**2. General Information:**

Site \_\_\_\_\_

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

Hours Requested: \_\_\_\_\_

Activity to be held (describe in detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I sign this Hold Harmless as my voluntary act, and by this act agree to hold the Borough of Morris Plains harmless and indemnify the Borough of Morris Plains from any claims, suits or other actions arising from, caused by, or which are the alleged result of, any act or omission of

A. The Borough of Morris Plains (applicable only if the user of the site is a Corporation)

B. Any guest, invitee, licensee, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described above) on the date listed above.

4. I state that the activity listed above will not include the consumption of alcoholic beverages.

5. I also agree that where the municipal officer signing this Hold Harmless on behalf of the Borough of Morris Plains feels I should provide the Borough with a Certificate of Insurance and proof of existing Liability Insurance that I shall provide same to that municipal officer as soon as practicable and not less than two (2) business days before the date of the planned activity. The appropriate municipal officer will check below if this paragraph is applicable to the activity listed above.

\_\_\_\_\_Applicable \_\_\_\_\_ Not Applicable

**6. (Applicable to Corporations Only)**

I also agree that I am obligated to reimburse the Borough of Morris Plains for all reasonable attorney's fees incurred by the Borough to enforce the terms of this Hold Harmless or to defend the Borough against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by Me at My sole cost and expense pursuant to this Hold Harmless.

**7. Legal Signatures**

a. Individual \_\_\_\_\_

on behalf of \_\_\_\_\_(organization)

\_\_\_\_\_ (corporation)

Name/Title \_\_\_\_\_

b. Municipality Borough of Morris Plains \_\_\_\_\_

Name/Title \_\_\_\_\_