

**Bordentown Township Park Facility Use Form**

Return this form in person to: Bordentown Twp Public Works, 266 Crosswicks Rd., or by mail to: 1 Municipal Dr. Bordentown, NJ 08505  
All applicants must pay a \$50 non-refundable application fee.

The following fees are paid to Bordentown Township at the time of key pick up from the Public Works Department 266 Crosswicks Rd.  
Residents and Non-residents of Bordentown Township will pay a \$250 refundable security deposit. **Refunds are contingent upon inspection of the facility by the Public Works Department following the event.**  
**NON-Residents of Bordentown Township will also be required to pay a \$100 non-refundable use fee for NCP or \$50 for JLP at the time of key pickup. (Resolution # 2004-222-21 Bordentown Twp. Committee)**

A letter of explanation regarding key pickup, key deposit form, payment of fees as described above, and Hold Harmless Agreement (required by the Township) and an approved copy of this form will be sent to you following approval by the Public Works Department.

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Date requested: \_\_\_\_\_ Alternate: \_\_\_\_\_

Time requested, including time for set up and clean up \_\_\_\_\_

Type of activity: \_\_\_\_\_ # of Participants \_\_\_\_\_ (max 49)

Facility Requested

\_\_\_\_\_ Northern Community Park      \_\_\_\_\_ Joseph Lawrence Park

\_\_\_\_\_ Warming Room      \_\_\_\_\_ Pavilion

\_\_\_\_\_ Kitchen      \_\_\_\_\_ Kitchen (no cooking equipment)

\_\_\_\_\_ Check here if your reservation is an athletic event or tournament:  
What fields do you wish to use? \_\_\_\_\_

Your signature below constitutes an agreement to the following guidelines:

1. The sports fields and facilities may be used on a "first come, first serve basis."
2. Your reservation does not constitute exclusive use of the park. The park is open to the public during normal park hours as stated in the Green Acres Act.
3. **All renters**, organizations or athletic events require a Certificate of Insurance (no exceptions). The park hours of operation are 8:00 am to 10:00 pm. No exceptions without a special permit.
4. **No alcoholic beverages** are permitted in the park.
5. **NO BALLOONS!**
6. A minimum of two weeks is needed to process and approve this form.
7. **Please note that failure to pick up the key for the facility prior to the event will result in a Public Works employee being called to unlock the facility. You will be responsible for reimbursing the Township of Bordentown for wages earned for performing such duties.**
8. **The keys must be returned to a Public Works Employee. DO NOT LEAVE THE KEY IF NO ONE IS HERE WHEN YOU RETURN IT. YOU MUST COME BACK AND HAND IT TO AN EMPLOYEE AND SIGN THAT IT WAS RETURNED.**
9. You may not use the facilities for any profit making events.
10. Questions concerning the facility should be directed to the Public Works office at 291-2133.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Rejected by: \_\_\_\_\_

Certificate of Insurance required: Yes      Copy Received: Yes No  
Township Permit Required: Yes No      Copy Received: Yes No