



BOROUGH OF RIVERDALE



2016 Athletic Field Field Rental Application & Agreement

1. Organization Making Request _____
2. Today's Date _____
3. Contact Person/responsible Party _____
4. Address _____
5. City _____ State _____ Zip _____
6. Cell # _____ Email: _____
7. Facility Requested _____
(I.e. soccer field, ball fields, lacrosse fields)
8. # of fields requested _____
9. Requested Rental Date(s) _____
10. Sport or activity being played _____
11. Estimated Attendance _____
12. Start Time _____ am/pm End Time _____ am/pm
13. Insurance ID number and copy of Insurance certificate _____

Please read before signing

I understand this form is a request until it is approved and required fees are paid. Requests must be received 7 days prior to rental date requested unless otherwise approved and will be reviewed within 3-5 business days of being received. No deposit or payment is due with this form.

I agree to submit payment, as determined by the Borough Council, by date indicated when notified of approval. Failure to submit payment by date requested will make this request null and void and may result in loss of time slot.

I understand submitting a request is NOT a guarantee of availability or approval.



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I have read the Riverdale Freedom Park regulations and agree to adhere to them. This acknowledges that I have read the Municipal Recreation Field Usage Procedures, Rules and rates as the responsible party for the field's rental, and I will make all users aware of the rules and regulations associated with use of the athletic field(s).

I represent that the individual taking responsibility for the Rental Application and Agreement is at least 21 years of age. I understand and will ensure that an authoritative representative of the organization, over the age of 21, will remain on premise for the duration of the rental. I understand that the organization is solely responsible for any and all supervision during the rental. I understand that the organization is solely responsible for determining whether the site is safe and appropriate for use prior to each use; and notifying the town of any known safety hazard. Safety includes protection of resources as well as participants.

It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless the Borough of Riverdale, its officers, employees, volunteers, and agents from any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly from the use of the fields even if arising from their own negligence to the fullest extent permitted by law. It is also understood that the organization will provide and maintain at its own cost, insurance coverage as outlined in the field Usage Procedures, rules and rates.

Printed Name of Responsible Party

Signature of Responsible Party

Date of Signature

Title

Please sign and return this Return Rental Application and Agreement to:

Borough of Riverdale
Attn: Borough Clerk
91 Newark-Pompton Turnpike
Riverdale, N.J. 07457
Phone (973)835-4060



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The Borough of Riverdale offers a variety of athletic fields for rental for soccer, football, baseball, and softball at different parks. Our main facility is the Freedom Park. Fees listed below are for general field requirements for one time set-ups (i.e. ball diamonds being dragged & lined once/day). If fields need to be painted specifically for an event or multiple field preps are needed during the day additional fees may apply. Fields could be available for other sports so please note that on your rental application.

95-3.1 Municipal Recreation Fields

A. The following fees are established for the use of the municipal recreation fields for all organizations not affiliated with the Borough of Riverdale Recreation Program and for advertising banners:

- | | |
|---|-----------------|
| (1) The fee per game for use of the baseball fields: | \$75 maximum. |
| (2) The fee for up to four hours of structured use on other fields: | \$75 maximum. |
| (3) The fee for advertising banners for each field (annual): | \$200 per sign. |

B. Any outside group wishing to utilize the Borough of Riverdale's recreation fields must present a certificate of insurance meeting the Borough's requirements together with the fee. The fee must be paid in full before reserving the use of the field. There shall be no organized use of the fields for games without first reserving the field through the Borough Clerk.

C. Any group, including independent groups which may be affiliated with the Borough of Riverdale Recreation Program, shall be responsible for the removal of all equipment and debris from the field after use. In order to insure compliance with this requirement, any group using Borough recreation fields shall post a two-hundred-dollar cash escrow prior to the first use of the field. There shall be a fee of \$50 per hour (with a minimum fee of \$50) due from the last group using the field if the Borough Public Works Department is called upon to clean up the field following use. This fee shall be deducted from the escrow, and the group shall be required to replace the escrow prior to being permitted to use the field again.



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Rules and Regulations

1. The Borough of Riverdale will give rental groups a permit to show authorization to use the field(s). Permit is not valid if games are cancelled due to bad weather or field conditions.
2. Field use is limited to the specified times as noted on the permit, if warm-up time is needed then that must be included in the rental.
3. Permits may be revoked if there is failure to follow district regulations.
4. Alcoholic beverages are prohibited in all parks including fields and parking lots.
5. All accidents, breakage, or loss must be reported to the Borough of Riverdale on-site supervisor of the Council contact.
6. Any maintenance issues should be reported to the Borough of Riverdale's on-site supervisor or the Council contact.
7. The rental groups must clean up all trash after the last game. If recycle containers are available, please use.
8. The Borough of Riverdale is responsible for preparing athletic fields.
9. No painting of the field is permitted. Any special markings to fields may increase rental fees.
10. The Borough of Riverdale will have Site Supervisors checking on fields.
11. The rental groups must have an identifiable representative, over the age of 21, on site for the duration of the rental that the Borough of Riverdale Site Supervisor can talk to about any problems or concerns.
12. If additional dates or time is needed to reschedule make-up games, preapproval by the Borough of Riverdale is required.
13. Automobiles shall be parked only in designated areas. Driveways and entrances must be clear at all times. The posted speed limit must be observed. No parking on the grass. Violators may be ticketed or towed at the owner's expense.



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14. Loudspeakers and public address instruments are prohibited without Borough of Riverdale permission.
15. The Borough of Riverdale is not responsible for loss or damage or personal property belonging to those using the fields.
16. The rental groups must provide the Borough of Riverdale a contact person and phone number who can be notified of game cancellations on the weekends. The contact person will be notified by phone.
17. No pets allowed on the athletic fields.
18. Each user group needs to designate a Responsible Party for all field rentals, to inform team coaches, representatives and players about Borough of Riverdale procedures and rules. The Responsible Party is asked to report any problems with field conditions, equipment or lights.
19. User groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning.
20. The Borough of Riverdale reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns.
21. The Borough of Riverdale use of parks ordinance and all rules and regulations listed here and posted at the site shall be adhered to.
22. The Borough of Riverdale is not responsible for any personal property loss or damage to vehicles. The Borough of Riverdale reserves the right to terminate its permit if regulations and/or rules are not followed