

# CITY OF PORT REPUBLIC RECREATION RENTAL APPLICATION

RESIDENTIAL & NON-RESIDENTIAL USE

Today's Date \_\_\_\_\_

Name of  
Organization/Individual \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Event \_\_\_\_\_ Event Date(s) start & end \_\_\_\_\_ Time start & end \_\_\_\_\_

Requesting:  Gazebo  Pavilion  Tennis Courts  Beach  Basketball Courts

Estimated # of attendees \_\_\_\_\_ Is electricity required?  Yes  No

Fees: Please check where appropriate below:

City of Port Republic Resident - No charge  Up to 50 people: \$100  Up to 150 people: \$200

Deposit for up to 50 people: \$50  Deposit for up to 150 people: \$75

*\*Event usage fee is to be paid by a separate check from the deposit fee.  
The deposit fee must be submitted by check only and will be returned if the  
area is left clean and in proper order. Make all checks payable to City of  
Port Republic\**

**Certificate of Insurance:** A current certificate of insurance must be provided along with the application with minimum insurance limits of the following:

- Comprehensive General Liability: \$1,000,000 each occurrence  
\$2,000,000 general aggregate. Athletic Participation included
- Workers Compensation: If applicable. NJ Statutory benefits
- City of Port Republic must be named additional insured

## Important:

The applicant applying for use of the checked facility agrees they will be the responsible party of all guests, invitees, employees, and participants and will comply with all laws, rules, regulations, and ordinances that pertain to the use of the facilities. The applicant has inspected the premises to be used and reported any defects, faulty equipment, or repairs to the City of Port Republic PRIOR to and during the use of the facility. By use of the facility, applicant upon itself and its guests, invitees, employees, and participants accepts facility as in its present condition.

The applicant, to the fullest extent permitted by law, hereby agrees to indemnify and hold harmless the City of Port Republic, and all of its agents, directors, officers, employees, and volunteers against any and all claims, judgements, demands for damages and expenses, including but not limited to attorney's fees, arising out of, by reason of, on account of, in consequences of, or in connection with the use of the facilities, arising from accidents to any persons or property caused by the applicant, its guests, invitees, family member or participants or any other person(s) to which this application applies.

Print Name \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

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

## Office use only

Date Application Received \_\_\_\_\_

- Certificate of Insurance  
 Usage fee, if applicable  
 Deposit fee, if applicable Amount \_\_\_\_\_ Check# \_\_\_\_\_

Recreation Committee Approval \_\_\_\_\_ Date \_\_\_\_\_

Deposit Fee Returned:  Yes Date \_\_\_\_\_  No

## Hold Harmless Agreement

The \_\_\_\_\_ (1), to the fullest extent permitted by law, hereby agrees to save, indemnify and hold harmless the City of Port Republic, and all of its agents and employees, against all claims, judgments, demands for damages, and expenses, including but not limited to attorney's fees, arising out of, by reason of, on account of, in consequence of, or in connection with \_\_\_\_\_ (2), arising from accidents to any persons or property caused by the \_\_\_\_\_ (1); its agents or employees; or occasioned or caused by any other persons or persons. Said indemnification also applies against all claims, judgments, losses, demands for damages, and expenses, including but not limited to attorney's fees, arising from accidents to the City of Port Republic its agents or employees; or to the \_\_\_\_\_ (1) its agents or employees, whether occasioned or caused by said \_\_\_\_\_ (1) its agents or employees, or any other person or persons.

It is the intention of this agreement, regardless of whether the \_\_\_\_\_ (1) caused the accident, and that the City of Port Republic its agents or employees shall be indemnified for its own negligence, if any, for all claims, judgments, losses, demands for damages, and expense, including but not limited to attorney's fees, arising from such accident or accidents, to the fullest extent permitted by law.

The \_\_\_\_\_ (1) shall defend any and all suits that may be brought against the City of Port Republic, its agents or employees on account of such accidents and will make good to, and reimburse, the City of Port Republic its agents or employees for any expenditures, including but not limited to attorney's fees, that said \_\_\_\_\_ (1) its agents or employees may make by reason of such accidents.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Printed Name

Acknowledged and Sworn Before Me

This \_\_\_\_\_ day of \_\_\_\_\_,

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

1. Subcontractor, tenant, non-profit, lessee, etc.
2. Project, event, etc.

# City of Port Republic Recreational Facilities Policy

## Introduction

The recreation areas are identified by the City's recreation/conservation and/or conservation and/or recreation zone including other areas designated by the City namely; the Harry Bowen Ball Field, the wetland preservation park, the tennis courts, the basketball courts, the pavilion and large gazebo, the parking lots associated with the recreational areas, the designated picnic areas, the beach, the skating pond area, the shore line areas and the park area located on Cologne-Port Road and any other areas so designated by the City.

The Harry Bowen Park is the property of the City of Port Republic, which has been revitalized through the efforts of the City of Port Republic and a non-profit organization known as the Port Republic Athletic Fund (PRAF). PRAF's purpose is to augment the development, improvement, and maintenance of the recreation areas (with the written approval from the City of Port Republic) to provide enhanced athletic and recreational opportunities for the youth and residents of the City of Port Republic.

The City's recreation areas provide a source of recreation that may benefit everyone in the community. This policy has been established to preserve the recreation areas for the enjoyment of the public and of future generations.

## Field Use Request Process

Individuals or organizations (requestor) that desire the use of recreation areas must submit the required Recreational Facilities Request Form. The City reserves the right to approve or deny use and/or access to all recreation areas for all events. For personal safety, only one game may be played on the Harry Bowen Ball Field at a time.

## Softball/Baseball Season

The City will accept the Recreational Facilities Request Form for softball and/or baseball beginning February 1<sup>st</sup> of each year with first consideration for the Port Republic non-profit organizations and second consideration for residents of Port Republic. The City will accept the Recreational Facilities Request Form for softball and/or baseball beginning March 1<sup>st</sup> for non-residents. The use of the field will begin April 1<sup>st</sup> of each year and end August 1<sup>st</sup> of each year for the spring season. Fall Ball will start with applications beginning July 1<sup>st</sup>. and ending August 1<sup>st</sup>. The fall season will end the November 30<sup>th</sup>.

## Soccer Season

The City will accept the Recreation Facilities Request Form for soccer beginning July 1<sup>st</sup> of each year with first consideration for the Port Republic non-profit organizations such as Port Republic Volunteer Fire Company, Port Republic Athletic Fund, St. Paul's Methodist Church and Port Republic Elementary School a second consideration will be for residents of Port Republic. The City will accept the Recreational Facilities Request Form for soccer beginning August 1<sup>st</sup> of each year for non-residents. The use of the field will begin August 15<sup>th</sup> of each year and end November 15<sup>th</sup> of each year. Make up games will be completed by December 1<sup>st</sup>.

## Individual/Group Requests

The City shall consider all requests on a case by case basis as detailed above. The City will make every effort to treat all requests in a fair and equitable way with the intent to protect the interests of our youth and our residents. Except, as may be amended by resolution of City Council, the City does not have any formal or informal obligation to accommodate any outside group, league or athletic organization.

### Fees for Use of Recreation Areas

The following deposit fees and use fees are required:

- City of Port Republic Resident or a school team – no charge.
- Event usage fee....\$100.00 up to 50 people....\$200.00 for 51 to 150 people\*
- Deposit fee....\$50.00 up to 50 people....\$75.00 for 51 to 150 people (*to be returned if area is left in proper order and clean*)\*

It is the responsibility of the requester to clean all trash before leaving the area. The requester may not be reimbursed their required deposit if the area is not in proper order and clean. The requester may not be reimbursed if there is any damage and/or the trash is not inside the receptacles, and/or the area is not returned to the original condition. The requester may be charged additional fees for the cost of restoring the area to the original condition. It is prohibited to drive on any grass area. It is prohibited for any pets to be on the beach and no dogs in the Harry Bowen Field Complex, in its entirety bounded by Park Avenue at Main Street and ending at Main Street.

**TAKE NOTICE:** Any resident can file a complaint in the municipal court to uphold the rules and regulations, please be advised accordingly.

The City reserves the right to amend or waive the foregoing policy as in the best interest of the City of Port Republic.

\* If applicable, include with the Recreation Facilities Request Form two separate checks, one for usage fee and another for deposit fee each made payable to **City of Port Republic**.