



# BOROUGH OF ISLAND HEIGHTS

## APPLICATION FOR USE OF BOROUGH PROPERTY



NAME OF APPLICANT: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY/ORGANIZATION NAME: \_\_\_\_\_

TYPE OF EVENT / PROPOSED USE: \_\_\_\_\_

PUBLIC FACILITY TO BE USED: \_\_\_\_\_

DATE OF PROPOSED USE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ (One Hour Maximum)

### RULES FOR USE OF BOROUGH PROPERTY

1. Permits are issued by the Borough for the use of certain Public Property, such use is not exclusive and shall not interfere with the use of any Borough Property or Borough Structure by the public.
2. I agree to pay a non-refundable Application Fee of \$200.00 to the Borough for the processing of this application.
3. Once an application for the use of Borough Property is approved, the permit is only for the date(s) and time(s) granted and is not subject to change for any reason.
4. Borough Property is not to be modified in any way, permitted users are not to hang anything on any Borough Structure.
5. The use of Borough Utilities such as electricity and water are not included and are not to be used by permitted users without specific permission from the Borough.
6. The Applicant must submit with this Application a Certificate of Insurance that names the "Borough of Island Heights" as an "Additional Insured" party with a minimum liability coverage of \$500,000.00. Such insurance shall indemnify the Borough from any liability that may arise from the Applicant's use of Borough Property.
7. No furniture or structures are to be erected or placed on any Borough Property by permitted users.
8. No food or beverages (other than water) are to be brought on to Borough Property for distribution by permitted users.
9. Per Borough Ordinance, the possession and consumption of alcoholic beverages anywhere in public in the Borough is strictly prohibited.
10. Permitted users are to leave all Borough Property and Structures in the manner and condition they were found, free from any garbage or debris, carry in – carry out!
11. If any Borough Property or Structure is found to have an unsanitary or unsafe condition, please notify the Borough at (732) 270-6415.

**I and any Organization that I represent agree to abide by the foregoing while using Borough property.**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

### FOR BOROUGH USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_ PAYMENT : CHECK # : \_\_\_\_\_ CASH:  \_\_\_\_\_

FEE WAIVED: YES  NO

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_