

BOROUGH OF HIGHLAND PARK
USE OF FACILITIES APPLICATION

All requests for the use of public facilities must be submitted on the form below to the Borough Clerk or his/her designee at least seven (7) working days prior to the date requested. When applicable, proof of liability insurance must be provided when filing the application. Not-for-profit organizations shall provide an IRS tax exemption certificate.

Upon review by the Borough Clerk, or his/her designee, to ascertain the reasonableness of the request and that the proposed use is within the guidelines of municipal policy, said request shall be submitted to the Borough Administrator for final approval.

REQUEST FOR USE OF FACILITIES

I/We _____ of _____ hereby make application to the Borough of Highland Park to use the facility located at _____, and otherwise known as _____ on _____ 20____ from _____ AM/PM to _____ AM/PM.

I/We _____ agree that the use of said premises identified above shall be used exclusively and for the sole purpose of _____. It is anticipated that approximately _____ people will be in attendance.

Please indicate if any of the following activities will take place:

_____ Sporting Events _____ Serving of food _____ Medical Facility _____ Other (describe on other side)

Please be advised that serving of alcoholic beverages and smoking are prohibited in all Borough buildings. Borough facilities are not available for commercial purposes, solicitation, nor for personal gain. No Borough facilities may be used for campaign purposes of any candidates or for fund-raising purposes by any political party.

If request is made by an organization that does not have a majority of its members living in Highland Park, a fee of \$20.00/hour will be charged and payable to the Borough of Highland Park at the Clerk's Office at the time the application is approved by the Borough Clerk.

Please indicate equipment needed, i.e. trash receptacles, tables Chairs, microphone. Attach diagram to indicate how you wish equipment to be set up. _____

Please indicate if you are requesting to use any of the following in the Senior/Youth Center:

_____ Kitchen (limited usage) _____ Game Rm. (limited usage) _____ TV Lounge _____ Meeting Rm.

The undersigned hereby agrees to accept full responsibility for the conduct of the activity and for any damages that may result from it. Facility must be returned to pre-meeting condition. **Any costs that result from damages or failure to return facility to its pre-meeting condition will be billed to applicant organization.**

Print Name: _____ Telephone: _____

Address: _____ E-mail: _____

Signature: _____ Insurance Provided: / / Yes / / No

Received: _____
Date

Approved: _____
Borough Clerk Date