

**TO:** Health & Wellness Program Providers Operating in Frenchtown Borough

**FROM:** Borough Parks Committee  
Kandy Ferree, Parks Commissioner

**DATE:** Friday, August 8, 2020

**RE:** Instructions and Form for Park Reservations  
Pursuant to Resolution 2020-94 approved Wednesday, August 05, 2020.

Thank you for your interest in bringing your program/activity to Frenchtown Borough Parks during this unprecedented time of COVID-19.

*All health and wellness businesses registered and operating in the Borough before the onset of COVID-19 (March 1, 2020) are invited to complete:*

- ✓ *the standard park reservation request form;*
- ✓ *the supplemental Health & Wellness Business reservation form; and*
- ✓ *provide proof of insurance with Frenchtown Borough names as "Additional Insured"*

Submissions are due, by hand-delivery or email, by **3:00PM, Wednesday, Aug. 12<sup>th</sup>**. Complete applications will be reviewed by the Parks Committee and Public Safety Director. Decisions will be made on or before Friday, Aug. 14<sup>th</sup> to be considered for the first of two sessions:

**Session #1:** August 17<sup>th</sup> – September 30, 2020 (Applications Due August 12<sup>th</sup>)

**Session #2:** October 1<sup>st</sup> – November 30, 2020 (Applications Due September 23<sup>rd</sup>)

We will do our best to accommodate your request(s), but due to expected high volume of requests, we cannot guarantee you will be granted any or all requested slots. In the event of multiple requests for the same park, date and time slot, requests will be considered based on order of receipt at Borough Hall. This is a temporary usage of borough parks for health and wellness programs in response to COVID-19 indoor social distancing regulations; Frenchtown Borough reserves the right to revise, suspend or cancel any reservation for any reason, at any time.

**Application Check List:** *(Only complete applications will be considered)*

- *the standard park reservation request form; and*
- *the supplemental Health & Wellness Business reservation form; and*
- *proof of insurance with Frenchtown Borough names as "Additional Insured"*

**Submit To:** Borough Clerk  
29 Second Street  
[frenchtownboroclerk@yahoo.com](mailto:frenchtownboroclerk@yahoo.com)

**Deadline:** **3:00PM (EDT)**  
**Wednesday, August 12, 2020**

Applications received after the deadline will be reviewed on a rolling basis and only be considered for open dates and time slots.

# BOROUGH OF FRENCHTOWN

MAYOR  
Brad Myhre

INCORPORATED APRIL 4, 1867  
Borough Hall, Second Street  
Frenchtown, NJ 08825

CLERK  
Brenda S. Shepherd, RMC

## PARK RESERVATION & USE FORM

Date: \_\_\_\_\_

Organization/Person Name: \_\_\_\_\_

Person Responsible \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Person Responsible \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Park Location: \_\_\_\_\_

Reason For Use: \_\_\_\_\_

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_  
Date Time # Attending

Electricity Needed       Alcohol Permit Requested       Water Needed

Proof of Insurance attached       Request for Insurance Waiver –  
Private Individual User

- Applicant agrees to abide by the rules and regulations of the Park.
- The above named organization/person complies with Federal & State anti-discriminatory laws.
- The applicant understands the Borough of Frenchtown assumes no responsibility for damage to persons, equipment, or vehicles related to the function.

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

Official Use Only:

\_\_\_\_\_  
Borough Approval Signature      Date

Payment: \_\_\_\_\_  
Amount      Check Number      Cash

Approved  
 Denied \_\_\_\_\_  
Reason

Final copy to: Municipal Clerk, Police Dept, Public Works Dept, Parks Commissioner

**PLEASE READ CAREFULLY!!**

**I. APPLICATION PROCEDURES FOR RESERVATION OF SELECTED FACILITIES**

- A. Application for use of the facilities for special events shall be made in writing on this form to the Borough of Frenchtown.
- B. Applications must be filed at least two weeks prior to anticipated use, except in cases of emergency.
- C. To reserve a recreational facility, a Certificate of Insurance as proof of current liability coverage must be provided, (except for individual users who shall execute a "Waiver of Liability to the Borough" in lieu of providing a Certificate) and such certificate must include:
  - Liability limits of \$1,000,000.00 for each occurrence for personal injury and bodily injury/property damage.

**II. REGULATIONS FOR USE**

- A. The organization, individual or group using the facility assumes full legal responsibility for breakage or for damage to said property.
- B. Each organization or group granted permission to use the facility shall provide adequate supervision and, where requested by the Borough of Frenchtown, provide names of those responsible.
- C. All national and state laws, local ordinance, and rules of police and fire departments regarding public gatherings must be strictly complied with.
- D. The organization, individual, or group is responsible for cleaning up the area after its use, including bagging refuse and placing the bags next to the refuse containers. Equipment or decorations provided by the users of the property must be removed promptly at the conclusion of their use. Forfeiture of their right to use the facility may result if this rule is not complied with.
- E. Reservation requests are for the exclusive use of the pavilion only and are limited to a four (4) hour period. The remainder of the park remains open to the public during regular park hours.
- F. This form must be posted during the scheduled time period.
- G. Parking is limited, please car pool.

**All fees and Certificates of Insurance  
Or "Waiver of Liability"  
must be submitted with this request.**

**Fee:**

**Residents - \$20.00**

**Non-Residents - \$35.00**



