



**Borough of Chatham**  
**MUNICIPAL BUILDING**  
**54 FAIRMOUNT AVENUE**  
**CHATHAM, NEW JERSEY 07928**  
**973-635-7066 - Recreation**  
**Fax: 973-635-2417 – Attention: Recreation**

**FACILITIES USE RULES:**

1. Unless authorized by the Mayor and Borough Council or Borough Administrator, as appropriate, in accordance with §195-19 of the Borough Code, the possession or consumption of alcoholic beverages upon or in Borough facilities is prohibited.
2. The Applicant shall be deemed to be the responsible person for the permitted event and must be present to supervise the permitted event during the entire time the Borough facility is in use. Applicant must have an approved copy of the permit in their possession at all times during the permitted event.
3. All Borough facilities must be left clean and all trash removed from the facility following the permitted event.
4. Only charcoal grills shall be permitted. Grills shall not be placed under shade structures and must be extinguished before departing the Borough facility.
5. Do NOT park overnight.
6. When using Shepard Kollock Park, park only in the lot off of Henderson Road. Do NOT park on Parrott Mill Road.
7. Do NOT permit dogs on the playing fields or playground areas.
8. Do NOT use the playing fields when it is raining, lightening, or when the fields are wet or in any other condition in which damage may result from normal use.
9. Dirt may NOT be taken from one field area to fill in another.
10. Use of the Fire House Commons Room:
  - Individuals signing on behalf of an organization must agree to be personally responsible for any damage to either the facilities or the equipment.
  - The room must be left in as good condition as when taken over.
  - In the event, when taking over the use of the room, there are conditions that are apparent, they should be reported immediately, in writing, to the Borough Clerk's office when returning the key.
  - The use of the Commons Room is limited to any non-profit Borough organization or service organization.
11. The Applicant hereby agrees that it may not use a Borough facility for any purpose other than the type of event described above. The Applicant further agrees to all restrictions and instructions given by the Borough, whether written or oral. The Applicant shall not use a Borough facility for any unlawful purpose, nor for any purpose inconsistent with the purposes of the Borough or in any way which shall constitute a nuisance, damage or waste the Borough facility in any way, or obligate the Borough in any way.  
**Failure to abide by the rules set forth herein and any special conditions of the permit can result in immediate loss of permit privileges and event cancellation.**

12. **FACILITES USE** The grant of permission to use a Borough facility shall not constitute a tenancy of any kind. This permission may not be assigned by the Applicant in whole or in part.
13. The Applicant hereby agrees to defend, indemnify and hold harmless the Borough, its elected and appointed officers, employees, volunteers and agents, individually and collectively, from and against any and all damages, costs, losses, claims, actions, demands, expenses, liability or judgments, including, without limitation, reasonable attorney fees and costs, arising out of or resulting from the undersigned's use or occupancy of a Borough facility.
14. The Applicant further hereby agrees to provide proof of insurance coverage with minimum limits of \$1,000,000 combined single limit for bodily injury and property damage per occurrence in the aggregate naming the Borough of Chatham as Additional Insured.
15. The Borough reserves the right to require the applicant provide, at its own expense, security personnel, sanitation equipment and facilities, or other services necessary to guarantee the public health and welfare.
16. Permits are subject to cancellation if the approved event is pre-empted by a scheduled Borough event.
17. Permits may be revoked at the discretion of the Borough of Chatham Police Department.
18. Applicable fees should be made out to the Borough of Chatham.
19. Applications are to be submitted to:
  - Chatham Borough Recreation
  - 54 Fairmount Avenue
  - Chatham, New Jersey 07928

I agree to comply with all the stated rules. I also understand and agree that failure to comply with the rules may result in the denial or revocation of the permit

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_