

Electric _____ Baths _____ Extra Garbage Bags _____

2022

(Applicant will need to supply a 150ft-200ft electrical cord)

(Applicant MUST be 18 years old & older to rent parks)

MILLTOWN PARKS & FACILITIES APPLICATION

Date Requested _____ **Rain Date** Requested _____ Park Requested _____

Day S M T W T F S Approximate Number of Attendees _____

Name of Responsible Applicant _____ Email: _____

Address _____ Zip Code _____

Name of Organization _____

Event to be Held: _____

Phone # _____ Evening Phone # _____ Cell# _____

Facilities Requested

PARK _____ From _____ am/pm To _____ am/pm

BALLFIELD _____ From _____ am/pm To _____ am/pm

VOLLEYBALL _____ From _____ am/pm To _____ am/pm

HORSESHOE PIT _____ From _____ am/pm To _____ am/pm

(Applicant must supply Recreation Equipment: i.e. Volleyball, Horseshoes & Stakes, etc.)

Applicant Signature Acknowledging Review of Guideline of Usage - *** Full Payment is due 30 days prior to event. A late fee of \$15 will be assessed after the 30 day date.**

Signature _____ **Date** _____

(One-Day Alcohol Beverage permit must be secured through the Borough Clerk's Office at least ten (10) days prior to the day of activity).

For Office Use Only

Application Authorization _____ Date _____

APPROVED _____ CONDITIONAL APPROVAL _____ CONDITION _____

APPLICATION FEE _____ ASSIGNED PICNIC AREA _____

DENIED _____ REASON _____

AUTHORIZING SIGNATURE _____ TITLE _____ DATE _____

Fee \$ _____ Rain Date Fee \$ _____ Late Fee \$ _____ Collected By: _____ Date: _____

Ck# _____ Cash _____ Receipt# _____ *** Full Payment is due 30 days prior to event**

APPLICATION DISTRIBUTION:

_____ APPLICANT _____ BOROUGH CLERK

_____ PARKS DEPARTMENT _____ POLICE DEPARTMENT

Parks Department Follow-Up: Date _____ Time _____ am/pm

Park Condition: Approved: _____ Not Approved: _____

Description of Park Condition: _____

Park Inspector's Name: _____ Date _____

Recreation Department Notified (Date): _____ Copy to Ralph Jasionowski, Parks Spvr _____

Milltown Parks and Fields Usage: Guidelines

The Milltown Borough Council and the Milltown Parks & Recreation Department reserves the right to reject any application. All rules and regulations set forth by the Borough of Milltown and/or the representatives must, at all times, be complied with.

All requests must be made a minimum of two [2] weeks in advance to allow for the processing of the application by the Recreation and Parks Departments.

FEE STRUCTURE:

All checks should be made payable to: Milltown Recreation

Park Fees Are As Follows:

*	Milltown Resident [individual or family]	\$175.00
*	Milltown Non-Profit Organization	\$175.00
*	Milltown Business	\$225.00
*	Non-Milltown Resident	\$325.00
*	Non-Milltown Non-Profit Organization	\$250.00
*	Non-Milltown Business	\$425.00
*	Rain Date Fee	\$50.00 (non-refundable)

- Due to the demand for the use of the park and to allow for as many residents as possible to have access to the facilities; **events having fifty [50] or fewer participants will be assigned to one [1] of the picnic groves.** Therefore, it is possible that you would be sharing the park with another group and we ask that you be courteous to all other groups.
- All garbage is to be placed in receptacles and recycling of all cans and glass/plastic in their designated separate container is required. If the area used is found or judged to be unkempt by The Milltown Parks Department personnel, future use of any parks and facilities will be denied. In addition, the responsible person can be subject to a fine for littering.
- Park use is limited to the period designated on the application and will not exceed beyond sunset. Failure to adhere to the approved time will result in the denial of future applications and/or be charged an additional fee.
- Vehicles are not permitted in the park's grass areas**, except to unload or load equipment for the event. At all other times, all vehicles are to be in designated parking areas **with the exception of a vehicle that needs to be there for catering purposes only. There Are No Exceptions.**
- The use of ball fields and courts are limited to a maximum of two [2] hours.
- Damage to Park, bathroom facilities, park benches, garbage cans, tables, etc. and/or playground equipment is the responsibility of the applicant. We ask that **ALL** Park facilities be returned in the same condition it was received. All damages will be assessed and charged to the Responsible Applicant. Bathrooms will be inspected prior to usage and upon completion. The Responsible Applicant may be present during the completion inspection of the bathroom facilities.
- RAIN OUTS** – You may reserve a Rain Date at the time of your primary application at an additional, **non-refundable** fee of \$50.00. If it rains on both requested dates, the primary application fee, **ONLY**, will be refunded, not the Rain Date fee of \$50. **RAIN DATES must be the next available day.**
- REFUNDS** – Park Rental Fee: 100% refundable up until 30 days prior to the event; 50% refundable up until 14 days prior to the event.

One [1] Day Alcohol Beverage Permits must be secured at the Borough Clerk's Office during regular business hours at least ten [10] days prior to the day of your event. Presentation of an approved Milltown Parks and Facilities Usage Application is mandatory. A nominal fee is charged for the permit. Applicant **MUST be 21 years old and older to apply for a One-Day Alcohol Permit. *Proof of Age is required.***