

BOROUGH OF FANWOOD RECREATION COMMISSION



FACILITY USE AGREEMENT

This Agreement is between the Borough of Fanwood and

Name of Contact Person: _____

Address: _____
Street Town State Zip

Telephone: Home: _____ Cell: _____ Work: _____

Email: _____

Name of Organization: _____

Facility Requested (please check appropriate box):
 Forest Road Park building
 LaGrande Park building
 LaGrande Park Pavilion

Date(s) of Event: _____ Start Time(s): _____

_____ Finish Time(s): _____

Description of Event: _____
Estimated Number of Participants: _____

Based on the above information, it is agreed that a use fee specified on the **Facility Rental Fee Schedule** (fanwoodrecreation.org/rentals) will cover the overhead and operating expenses for the function involved. The applicable fee is to be paid upon submission of completed forms. Please make your check payable to Borough of Fanwood/Recreation Department.

In addition, there is a \$100 security deposit fee due at the signing of this Agreement that is totally refundable if there is no damage to the property. Please make your check payable to Borough of Fanwood/Recreation Department. Once the Recreation Department is satisfied that a proper clean-up has been done, the deposit will be returned in full unless there is breakage or damage to the property, in which case the cost of breakage, damage, loss of keys, cleanup or other required services will be deducted from your deposit. Any excess cost above the security deposit will be charged to the applicant, who will be required to pay the further damages.

Notification of cancellation must be received no later than one week before the event for a full refund. In the event that there is a cancellation within the week of the event, all monies less \$25.00 will be returned.

Facility Use Agreement

All groups and individuals must agree to follow the guidelines as presented in the **Rules For Use and Care of the Facilities** (available at <https://fanwoodrecreation.org/rental-policy>) and must not conflict with the purposes of the Recreation Department. Please read these guidelines carefully to avoid any misunderstandings.

I have thoroughly read and agree to the **Rules For Use and Care of the Facilities** _____
Sign Initials

Recognizing the diversity of our user groups, there may be special provisions that will apply. These will be covered by discussion between the Recreation Commission of the Borough of Fanwood and the person(s) or organization and will be a part of this Agreement of Understanding by addendum.

All designated user groups and individuals must sign a **Hold Harmless Agreement** as part of their agreement to use the facilities, and they understand and agree that they are obligated under the terms and conditions of the **Hold Harmless Agreement**.

The Recreation Commission of the Borough of Fanwood hopes that you will enjoy the use of our facility.

By signing this Agreement, you have agreed to all terms herewith and to the **Rules For Use and Care of the Facility**, which will be provided together with this Agreement.

By:
Fanwood Representative

By:
Applicant

Print Name

Print Name

Signature

Signature

Date: _____

Date: _____

9/27/21