

**LAWRENCE TOWNSHIP RECREATION DEPARTMENT**

**2207 LAWRENCE ROAD LAWRENCE TOWNSHIP, NJ 08648 609-844-7067**

**USER PERMIT RECREATION FACILITY APPLICATION**

DATE: \_\_\_\_\_

**APPLICANT:**

NAME OF APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_ / \_\_\_\_\_

Cell Home

ADDRESS \_\_\_\_\_

Street

City

State

Zip

EMAIL \_\_\_\_\_

PURPOSE OF RENTAL \_\_\_\_\_

NAME OF ORGANIZATION/GROUP (If applicable) \_\_\_\_\_

**PAVILION FACILITY:**

Requested Pavilion:

Village Park-Maximum Attendance=50 [ ] Bergen Street Pavilion [ ] Yeager Street Pavilion

Veterans Park-Maximum Attendance=35 [ ] Veterans Park Pavilion

Requested Date(s) \_\_\_\_\_ Requested Time (Begin) \_\_\_\_\_ AM/PM (End) \_\_\_\_\_ AM/PM

**APPLICATION:**

1. Sign application (a certificate of insurance naming Lawrence Township as a second insured may be required and accompany signed application and fee). Make all checks payable to the Township of Lawrence.
2. Rain Date must be reserved in advance. Rained out events must be reported the next business date. There will be no refunds.
3. Permits will be issued on a first come, first serve basis and are non-transferable.
4. Rental fee is \$45.00 for each 3 hours. Non-residents are required to pay twice the fee.

**RULES**

1. All park rules must be followed.
2. Alcoholic beverages are prohibited.
3. Inflatables are prohibited.
4. Sound amplification is prohibited
5. Applicant must have the copy of approved permit issued in their possession while utilizing facilities.
6. Parking is permitted only in designated spaces. Attendance may not exceed estimate as detailed above.
7. Applicant, its members and invitees using the facility are responsible for the condition of the facility at the conclusion of their time limit. Applicant is responsible for the removal of all users' trash at the conclusion of the event. Excessive garbage/clean up will result in forfeiture of security deposit.
8. User must leave a \$250 deposit. Deposit must be received one week prior to the event. Deposit may be picked up one full week after event.
9. Park shall only be used for the time period applicable on the park user permit and not beyond 9:00 pm.
10. Permit is for pavilion area only. The general public is entitled to utilize the playground, bathrooms and any open space (not reserved) at all times during the parks normal hours of operation.
11. Violation of any of the above rules or infractions shall be cause for forfeiture of security deposit and future permit privileges.

I understand the rules as indicated above and agree to comply with all rules and that the deposit will be forfeited for failure to adhere to these rules.

Name (Print)	Signature	Date

**ADMINISTRATIVE PURPOSES ONLY**

Date _____	Permit Fee _____	Check # _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
Date _____	Deposit _____	Check # _____	<input type="checkbox"/> Cash	
Deposit Returned Date _____	Deposit Returned Signature _____			

Approved by: \_\_\_\_\_