



Township of Egg Harbor

Department of Parks and Recreation

Parks and Community Center

Use of Facilities Rules and Regulations



5045 English Creek Avenue
Egg Harbor Township, NJ 08234
(609) 272-8120 (609) 272-8151 (fax) www.ehtgov.org

Section I Parks	Page
Objectives.....	3
Purpose.....	3
Policy Review.....	3
Authority.....	3
Procedures.....	3
Priority of Use by Category.....	5
Field Scheduling Process and Calendar.....	6
Restrictions.....	7
Permits.....	7
Field Closure for Maintenance.....	7
Inclement Weather Policy.....	8
Facility Use Rules & Regulations.....	8
Section II Community Center	
Facility Requests Information.....	10
Rental Deposits and Payment Information.....	10
Cancellation/Refund Policy.....	11
Available Rental Hours.....	12
Facility Use Rules and Regulations.....	12
Catering and Kitchen Use.....	14
Set-up and Clean-up.....	14
Alcohol Policy.....	14
Security.....	14
Insurance.....	15
Liability.....	15
Music.....	15
Group A/Group B Identified.....	16
Section III Fee Schedule	17

Section I - Parks

Objectives

The objectives of the Parks and Facilities Use Policy shall be to:

- Provide an adequate number of athletic fields to support the Parks and Recreation and sponsored youth organizations programs.
- Protect EHT athletic fields for safety of users and to minimize wear, prevent overuse and reduce maintenance costs.
- Provide reasonable access to use of facilities for NJ residents.

Purpose

The purpose of this document is to establish policies and procedures that govern the allocation and permitted organized use of Egg Harbor Township athletic fields and facilities, with the overall goal of fair and equitable distribution among all eligible users and to insure optimal maintenance of athletic fields and other recreational facilities owned and operated by the Township. The policy will outline who is eligible to receive permitted use of EHT fields and facilities and identifies the process used to allocate and schedule their usage. Factors to be considered in determining permission for use, as well as permission for type of use are: current capital improvements or rehabilitation, regular maintenance, extent of wear and tear to be caused by use, priority of use by group, coordination of uses, efficient scheduling, location and availability of facility.

Policy Review

The Recreation Commission and Recreation Director shall review this policy, all approvals/permits issued under this policy, and feedback from user groups, residents, and staff in December of each year.

Authority

The Recreation Commission is responsible for guiding the administrative policy of public parks and athletic fields as well as steering future development of facilities to serve the residents of Egg Harbor Township. Recreation Commissioners are appointed members that make policy decisions related to the use of fields and parks. The Egg Harbor Township Recreation Commission is granted authority via Township Code to set rules and regulations for use of parks as follows:

Township Code Chapter 165-4: The Recreation Commission shall be authorized to establish any other rules and regulations governing parks which it deems appropriate. [Added 2-18-2015 by Ord. No. 4-2015.]

Procedures

The Recreation Director, in conjunction with the Recreation Commission, reviews and approves all park use requests for the Township. The Parks and Recreation Department then works with its sponsored youth organizations and permitted groups to schedule the use of all fields and facilities located in Township parks.

1. Any organized activity must have an authorized permit for use of Township facilities and athletic fields.

2. Requests for use of Township facilities and/or fields must be made in writing using the Application for Use of Park Facilities form. Application forms can be obtained at the Parks & Recreation Department Office, 5045 English Creek Avenue, Egg Harbor Township, NJ 08234 or on-line at: <http://www.ehtgov.org/Recreation/Use%20of%20Parks%20Application.pdf>.

3. All applications must be signed by the applicant. If the applicant is a sports organization or a business, the application shall be signed by an officer of the organization/business indicating his/her title or position within the organization. Applications will be accepted in-person, by mail, and by email.

Complete the application and return to:

Egg Harbor Township Parks & Recreation Department

5045 English Creek Avenue

Egg Harbor Township, NJ 08234

or Email to: raudet@ehtgov.org.

4. Telephone reservations will not be accepted, however, applicants may call (609) 272-8120 to check facility availability prior to submitting an application. All facility use applications are due to the office no later than 7 business days prior to date of use requested. The Application must be accompanied by the following documents (unless a copy is on file with the Parks and Recreation Department) before it will be reviewed:

a) Proof of 501 (c) (3) qualification (non-profit) status: A designated organization must submit a copy of the Internal Revenue Service or State of New Jersey ruling letter designating the organization as an exempt entity.

b) List of Board of Directors of the organization, including names, addresses, phone numbers and capacity in which they serve.

c) Name and phone number of a contact person who maintains all registration information for the organization.

5. All applicants if approved and permitted, must ensure compliance to our rules and regulations throughout the entire use of the requested period. Each organization may have only one (1) contact person for the purpose of scheduling or canceling field use.

6. Upon receipt of the field use application, the Recreation Director will review the information provided and notify each organization as to whether field availability exists. If necessary, a scheduling meeting will be held with a representative from each organization requesting field use and the Recreation Director to best determine field use approvals.

7. An original Certificate of Liability Insurance in the amount of \$1,000,000 General Liability insurance coverage naming Township of Egg Harbor as additional insured on the policy must be provided within five (5) business days upon approval of the application. A security/damage deposit of \$250 to be held in escrow by the Parks and Recreation Department shall be required. A Hold Harmless Agreement is also required for a permit to be issued.

8. No events may begin before 8:00am or past dusk, with the exception of lighted fields that may be scheduled up to 11:00pm or as dictated by ordinance. The time stated on your application should be the actual time you wish to gain entry to the field and the time you anticipate being cleaned up and off the field.

9. The Recreation Department will issue a valid permit to each permitted organization. These permits are non-transferrable and may not be passed on to other user groups.

Priority of Use by Category

Permits for field/facility use are issued in priority order by category in which the organization or event is placed. Category I user/event has priority over Category II, III & IV user/event, etc. Permits must be available for review at time of field use. EHT Parks and Recreation will make every reasonable effort to treat all organizations, teams, and individuals using township facilities in a fair and equitable manner. All applicants must comply with Federal and State anti-discrimination laws. Permits for field/facility use are issued by priority as listed below and according to policies contained herein.

Category I Permit/Use

Egg Harbor Township Programs & Events

Any Egg Harbor Township sanctioned program and/or special event.

Category II Permit/Use

Recognized & Sponsored EHT Youth Sports Organizations

- EHT Baseball Association
- EHT BMX Association
- EHT Jr. Wrestling Club
- EHT Lacrosse Association
- EHT Soccer Club
- EHT Street Hockey Association
- EHT Youth Organization
- EHT Travel Basketball Association
- EHT Youth Softball Association

Category III Permit/Use

EHT School District

Programs, events, and/or activities officially sanctioned, coordinated and sponsored by the Egg Harbor Township School District.

Category IV Permit/Use

Egg Harbor Township Non-Profit Organizations / EHT Church Groups

Non-profit organizations, entities, individuals or groups for the purpose of providing recreational services primarily to Egg Harbor Township residents. Must show proof of non-profit status and be able to demonstrate their use of facilities benefits and/or serves Egg Harbor Township residents. Team rosters or intended participants must be 75% EHT residents or higher. If at any time the organization or roster falls below 75% EHT residents, the organization must inform the Department of Parks and Recreation.

Category V Permit/Use

Non-Egg Harbor Township Non-Profit Organizations

Non-profit organizations, entities, individuals or groups for the purpose of providing recreational services. Must show proof of non-profit status. Team rosters or intended participants with less than 75% EHT residents.

Category VI Permit/Use

Commercial

Organizations, entities, individuals or groups for the purpose of providing recreational services that are operated as a for-profit commercial enterprise.

- To qualify as a Non-Profit organization in Category IV or V above, the organization must be registered as a not-for-profit corporation with the State of New Jersey. Non-Profit Organizations are those organizations that have evidence of Federal 501 c filing and state non-profit status.
- Priority is given within a particular sport's designated "season." In-season sports have equal status to each other; out of season sports have equal status to each other.
- Bargaintown Park Baseball Field has been deemed by the Recreation Commission as a park facility to serve adults in the Township and surrounding area, priority may be given to adult groups superseding the Category rankings stated above.

Field and Facility Scheduling Process & Calendar

The first step to securing a facility is to complete a Facility Use Application form. The allocation of fields and facilities will be determined by the Recreation Director according to the priority of use established in section F above and provided the criteria listed is met.

1. The Parks and Recreation Department may schedule fields and facilities at any time for Township sponsored programs, events and activities.
2. Category II Applicant's use of parks forms for the spring and summer season (Mar 1 – Aug 31) is to be submitted at least 48 hours prior to the January meeting of the Recreation Commission. Field use approvals for Category II will be voted upon at the January meeting.
3. Category II Applicant's use of parks forms for the fall season (Sep 1 – Nov 30) is to be submitted at least 48 hours prior to the June Meeting of the Recreation Commission. Field use approvals for Category II will be voted upon at the June meeting.
4. All Category III – VI Applicants may submit a use of parks facilities applications no more than 60 days prior to start date of use. Additionally, applications for use of fields April 1 – August 31 will be accepted up to 48 hours prior to the February Recreation Commission meeting. Permits will be issued for groups that apply according to our category rankings and any policy contained herein. Applications for use of fields September 1 – November 15 will be accepted up to 48 hours prior to the July Recreation Commission meeting. Permits will be issued for groups that apply according to our category rankings and any policy contained herein.

5. Field use applications may be submitted past the dates stated above, no later than 7 business days prior to date of use requested and will be considered based on remaining field availability and meeting all guidelines of this policy.

6. All organized use of the Robert J. Lincoln Amphitheater at Tony Canale Park requires a park facility use permit and will be subject to the fee structure and category of user found in this policy.

Restrictions

1. Field Use permits will be issued to all applicants in categories III-VI between the dates of April 1 - November 15 annually. No use outside of these dates for above category groups will be allowed.

2. All EHT fields will be permitted for use a maximum of 6 days a week to ensure they receive some rest and reduce wear and tear.

3. Athletic fields may not be scheduled for more than 8 hours of use in a day. The Director of Recreation may make exception to this rule in case of tournament play. During the months of July and August, all fields will be permitted for use no more than 6 hours daily.

4. The Township will leave field use times open and unscheduled for informal use by public.

To minimize field wear and maintenance and ensure the safety of participants, fields may be retired from play after each season to allow rehabilitation/regrowth of the turf. The Recreation Commission, EHT Public Works, and any Township Official may close any EHT field for the upcoming season based upon a review of field conditions and required maintenance to ensure playability. The Township may cancel individual activities on any given day depending on weather and current field conditions. In case of permitted date of use canceled due to weather or field conditions, the Director of Recreation will assist the organization in obtaining one alternate date at no additional cost provided the date of facility use is not booked previously by any other permitted group.

Permits

Athletic Field Use Permits should be carried by the permittee at all times, during scheduled use of the athletic fields and must be presented upon request. These permits are non-transferable and may not be passed on to other user groups. All field users must adhere to their designated activity, times, locations and dates of assigned use. Authorized permits will only be distributed after all required documentation has been submitted. All organized sports activity must have an authorized permit for use of Township athletic fields.

Field Closure for Maintenance

To maintain the quality of Township athletic fields and to allow for appropriate rest and repair of turf areas, mandatory field closure periods will be identified by EHT staff, either by site or by field.

The closed site or field will be identified by posted signs and/or fencing and the organization's contact person will be notified. Consequences for not adhering to the field closure periods will result in the following:

- 1st Offense Written warning to the league representative. Security deposit will be forfeited and remain with the Township.

- 2nd Offense Suspension of field use by the offender. A fine of \$500 will be imposed and must be paid to Parks and Recreation or any future permitted use would be canceled.
- 3rd Offense Hearing before the EHT Recreation Commission with a potential loss of the field use permit for the organization.

Inclement Weather Policy

Athletic fields may be closed due to inclement weather or saturated conditions. If a field is to be determined closed or deemed unplayable by Township staff on weekdays, notice will be sent to the appropriate league/organization contact person via email by 2:00 pm that day. It is the responsibility of the organization's contact person to notify any and all coaches of the field closure. At later weekday times and weekends, each organization is required to cancel its permitted activity if injury may result to participants or if damage to the playing surface or facility may occur. Users must notify the Director of Parks & Recreation, or designee, if they have closed the field so other users questioning whether to close their fields can be so advised. Our standard that we will hold organizations to is as follows: *If there is any doubt, the field should be closed and all activities canceled.* Consequences for not adhering to the Inclement Weather Policy will result in the consequences for offenses stated above in Section L.

Field use is prohibited in the following circumstances:

- It is closed for renovation or repair
- Water is standing on the field
- Soil is frozen
- The soil is wet and "spongy"
- Grass can be dislodged from the field easily
- Steady rain is falling
- A lightning/electrical storm is occurring
- The field is deemed unplayable by Public Works and/or Parks and Recreation staff

Facility Use Rules & Regulations

All users must adhere to the rules and regulations as per all EHT Ordinances related to use of parks.
Conduct Rules

A. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. Group users must inform their participants of the conduct rules under this Field Policy. Users must clean up after themselves (i.e., water bottles, etc.) and managers must inspect the facilities.

B. Warm-ups for the next scheduled event must be performed so as not to interfere with existing event and so as not to endanger the welfare of all participants, spectators and facilities.

C. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent and abusive language is prohibited.

D. Smoking is prohibited at all fields/facilities.

E. All trash must be placed in proper receptacles. Users are expected to leave the facility in the same or better condition in which it was found.

F. No field user may put down lines, significantly or permanently alter, or make any changes to a park facility. Users are allowed to perform basic field prep such as raking a batter's box prior to a game.

Section II – Community Center

Requests for facility reservations will not be taken more than 90 calendar days before the date of use.

Please complete the facility request form and return it, with the application fee and signed Rules and Regulations, to 5045 English Creek Avenue, Egg Harbor Township, NJ 08234.

Rental requests will be reviewed and processed after they're determined to be complete. Renter will be notified by mail, email or phone as to status of his/her rental request within 10 calendar days of receipt of application. Applications will be considered complete only after all required forms are signed and submitted and applicable fees and deposits are paid. No dates are held for any group who has not submitted a facility rental form and booking deposit.

No reservation shall be considered confirmed until such time as an approved use of facilities is transmitted back to the applicant.

Rental Deposits and Payment Information

Payment of fees are accepted in the form of cash, money order or cashier's check.

Rental of EHT Community Center consists of the following fees:

- A. Application Fee
- B. Rental Fee
- C. Damage/Compliance Deposit Fee

A. Application fee must accompany any request for facility rental as stated below. Application fee will be returned if rental request is denied. If rental request is granted, you will be notified by phone, email or mail and an appointment set within seven (7) calendar days to complete the contract. The application fee will be applied to the rental fee.

B. The total rental fee for the Multi-Purpose Room or Conference Room is due and payable at the facility rental meeting.

C. The Damage/Compliance deposit fee is refundable if the conditions of the rental are met. Conditions which lead to withholding part or all of the Damage/Compliance deposit include, but are not limited to, the following:

- Clean up is not completed as outlined in the facility rules and regulations.
- Use of the room exceeds the scheduled rental time.
- The number of persons attending the event exceeds the number of participants listed in the agreement.
- Equipment is damaged during rental period.
- Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during the rental period.

Fee Schedule

The Egg Harbor Township Community Center is available for a variety of activities and uses. In order for the Township to be able to cover the cost of the facility during your use and to protect the facility from potential damage a fee schedule has been developed with the intent to have a fair and equitable sharing of the costs among user groups.

- A. Township government, governmental and township sponsored/co-sponsored groups.
- B. Egg Harbor Township Non-profit civic groups, clubs and senior organizations.

(See fee schedule in Section III)

***Group A: Township Sponsored/co-sponsored groups will be required to submit a \$200.00 Damage/Compliance Deposit Fee if reserved area is not left in a clean state.**

Cancellation/Refund Policy

Refunds

Once the reservation request has been accepted and a permit has been issued, the application fee is non-refundable.

For cancellation requests received at least 45 calendar days prior to the event date, one half of the paid rental fee will be refunded. The application fee is non-refundable.

For cancellation made less than 45 calendar days of the event, only the Damage/Compliance portion of the rental fees will be refunded. The application fee and rental fee is non-refundable.

Renter shall be liable for all costs of any additional services already performed.

The person who signed the contract must submit all requests for cancellation in writing.

Available Rental Hours

Meeting Room - 50 Person Capacity

Monday	NOT AVAILABLE	Friday	9:00 a.m. to 9:00 p.m.
Tuesday	9:00 a.m. to 9:00 p.m.	Saturday	9:00 a.m. to 4:00 p.m.
Wednesday	9:00 a.m. to 9:00 p.m.	Sunday	NOT AVAILABLE
Thursday	9:00 a.m. to 9:00 p.m.		

Multi-Purpose Room is available for rental during the following hours (250 Capacity) (rental hours include catering, decorating and clean up time):

Monday	NOT AVAILABLE	Friday	5:00 p.m. to 9:00 p.m.
Tuesday	5:00 p.m. to 9:00 p.m.	Saturday	9:00 a.m. to 4:00 p.m.
Wednesday	5:00 p.m. to 9:00 p.m.	Sunday	NOT AVAILABLE
Thursday	5:00 p.m. to 9:00 p.m.		

Facility Use Rules and Regulations

- Events are scheduled for 4-hour rental periods. Rental hours include catering, decorating and clean up time. Additional hours may be available by arrangement at an hourly rate. All events must be limited to three (3) hours of actual event time.
- Please note reservations are made for specific areas only. The Community Center is open to the public and there may be various activities being held at the Center during your event.
- Organizational groups with minors (under the age of 18) must be adequately chaperoned. No running and/or playing in the hallways are allowed. Chaperones are required to control their participants. Groups must comply with chaperone guidelines of one (1) adult per ten (10) children.
- Existing signs placed in the building by the Township of Egg Harbor may not be removed, relocated or covered up.
- The Township of Egg Harbor is not responsible for lost, damaged or stolen personal items during your rental period.

- Smoking is not allowed in the Community Center or anywhere on Community Center grounds.
- Rice, confetti, glitter, bird seed or similar materials are not allowed at any time within the Center or on the grounds of the property.
- Equipment brought onsite which is not specifically approved in the rental agreement is prohibited and will result in forfeiture of damage/compliance fee.
- No shade tents or awnings are permitted to be utilized on the property by a renter.
- Decorations must be free standing or tabletop. Tape, tacks, nails, screws, staples or other surface adhesives or objects that may damage the walls or other Township property are not permitted, and the Renter will be charged for any repairs. Tables must be covered prior to use.
- Floral displays must be freestanding and immediately removed following the conclusion of the event.
- It is against Township policy for any employee to receive any form of cash, gift, tip or gratuity.
- This building is protected by a fire sprinkler and fire alarm system. The use of pyrotechnics or smoke or faux smoke generating devices is prohibited. At no time shall fire protection devices be rendered unusable. This includes the blocking of fire extinguishers, the blocking of fire alarm pull stations, the covering of smoke detectors and/or the covering of audio/visual alarm devices. Decorations shall not be attached to any fire protection device. Marked exits shall not be blocked. In case of fire alarm activation, exit the building immediately in a safe manner. Re-enter only at the direction of Fire Department officials on site.
- Lighted candles or open flames (with the exception of sterno cups in the Multi-Purpose Room) inside any of the rooms are prohibited.
- Dancing is not allowed on any carpeted area.
- Nothing may be sprinkled on or applied to the floor.
- Renters are responsible for the conduct of the guests attending the event. Renters are responsible to inform their guest/event attendees of all rules and regulations. If your event requires police intervention, all of your Damage/Compliance Deposit will be withheld.

Catering and Kitchen Use

Renters may provide their own food and beverages, or they may utilize professional caterers for their event. Use of the kitchen requires that the renter, renter's representative, or caterer, meet with the Township at least one week prior to the use date to review use of equipment.

Renters are responsible for arranging their own catering, linens, dishes, and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reserved time.

Renter is responsible for the condition of the kitchen and for the caterer in charge of renter's event.

Failure to comply with kitchen regulations will result in a deduction or forfeiture of the Damage/Compliance Deposit. Kitchen must be returned to the same condition in which it was found at beginning of event. Township staff in charge and renter's representative must sign off on kitchen before the Damage/Compliance Deposit can be refunded.

Set Up and Clean Up

Times designated on the application form must include time for both decoration and clean-up of all decorations and removal of all non-Township equipment and supplies.

All non-Township equipment and supplies or equipment, including, but not limited to, band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renter's reserved hours. Nothing may be stored on site without prior approval by the Recreation Department Director or his designee. A fee will be charged for items brought early or left by the renter.

Set up

Township staff will set up and take down Township-provided tables and chairs. Tables should be cleaned and ready to be put away by the Township staff. Please be aware that at no time can exits be covered or obstructed by tables or equipment.

Clean up by renter includes

Removing all decorations and placing them in the appropriate provided trash receptacles. Leaving kitchen in a clean condition. Clearing and cleaning of all Township provided tables and chairs. Do not leave any food in the refrigerator/freezer. Completing other cleanup requirements specific to event.

Failure to complete required clean-up will result in forfeiture of Damage/Compliance Deposit.

Alcohol Policy

No alcoholic beverages are allowed on Township property.

Security

The Renter will be required to provide police officers and/or parking attendants if request warrants such services. Renter will be advised at the facility rental meeting if such services are required.

All such services must be arranged by the Renter and will be at the expense of the Renter. If a Renter refuses or fails to secure police and/or parking assistance after having been advised to do so, the use of facility will be withdrawn.

Insurance

The Township of Egg Harbor requires that renters provide proof of insurance in the amount of at least \$1,000,000 general liability with a separate attached endorsement naming the Township of Egg Harbor and Egg Harbor Township Recreation as additional insured. Renter provided insurance is due in the Parks and Recreation Department office at least 10 calendar days prior to your event.

Liability

The responsible party agrees to assume all liability for losses, expenses, damages, demands or claims in connection with or arising out of any injury or damage sustained or alleged to have been sustained, by any person, corporation, firm or company, or any damage or alleged damage to property in connection with the occupancy, maintenance or use of all or any part of said premises by the responsible party and all users of the facility.

The responsible party shall indemnify and hold harmless the Township of Egg Harbor, including the Township Committee, agents, employees and volunteers from any and all losses, expenses, damages, demands and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs and demands including attorney fees in connection therewith, or resulting there from.

The Township is not responsible for any item(s) left in the Center after an event.

Music

If you plan to have music at your event this must be noted on your Application/Rental agreement.

Unless otherwise approved by the Director, amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60 db at the facility boundary.

DJ's and musicians must bring their own extension cords, if needed.

Doors must remain closed throughout any event.

GROUP A:

Township Government, Governmental and Township Sponsored/co-sponsored Groups
Mayor and Township Committee
EHT Municipal Departments and Associations
ie: Municipal Clerks, Tax/Finance Association, Municipal Administrators,
Chief of Police Association, Ambulance Squad, GWU, etc
EHT Municipal Alliance
EHT Explorer Post
EHT Baseball Organization
EHT BMX Association
Cygnus Creative Arts
EHT Lacrosse Association
EHT Travel Basketball
EHT Junior Wrestlers
EHT Softball Organization
EHT Soccer Club
EHT Street Hockey Association
EHT Youth Organization
EHT Fire Departments/Auxiliaries - Scullville, Cardiff, Bargaintown, Farmington, W. A.C.
EHT PAL
EHT School District as submitted by School Principal
Atlantic County Government as approved by Recreation Commission

GROUP B:

FACILITY USE LIMITED TO MEETINGS AND ACTIVITIES

Southern NJ Council BSA - Pack/Troop 100, 389, 94 and 142
Girl Scouts of Central and Southern NJ - EHT Troops
Homeowner Associations
EHT Civic Associations
Kiwanis International, Inc.
EHT Booster Clubs/School Clubs
EHT Mother's Club
EHT Church Groups
EHT Private Schools

Fee Schedule

Parks

Category I, II, III are permitted for use at no charge.

Category IV

Field use \$25 per hour / 2 hour block min.

Field use w/ Lights \$60 per hour / 3 hour block min.

Category V

Field use \$30 per hour / 3 hour block min.

Field use w/ Lights \$60 per hour / 3 hour block min.

Category VI

Field use \$100 per hour / 3 hour block min.

Field use w/ Lights \$150 per hour / 3 hour block min.

Robert J. Lincoln Amphitheater

Category I, II, III are permitted for use at no charge.

Permitted use for Category IV, V, VI will be charged as above under the Field Use (no lights) fees for that category.

Community Center

Multi-Purpose Room

GROUP	NUMBER OF USERS	RENTAL FEES	APPLICATION FEE	DAMAGE/COMPLIANCE DEPOSIT FEE
A		\$0.00	\$0.00	\$0.00*
B		\$300.00/4 Hours	\$150.00	\$250.00

Conference Room

GROUP	NUMBER OF USERS	RENTAL FEES	APPLICATION FEE	DAMAGE/COMPLIANCE DEPOSIT FEE
A		\$0.00	\$0.00	\$0.00*
B		\$25.00 per use or \$250.00 for 12 meeting dates.	\$12.50	\$100.00

EGG HARBOR TOWNSHIP
INDEMNIFICATION & HOLD HARMLESS AGREEMENT

_____ (here-in-after referred to as Vendor) shall indemnify,
(Name of Vendor)

save harmless and defend the Egg Harbor Township, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the Egg Harbor Township, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of or caused or alleged to have been caused in any manner by a defect in any equipment, foods, or materials supplied under this Agreement or by the performance of any work under this Agreement, including all suits or actions of every kind or description brought against the Egg Harbor Township, either individually or jointly with Vendor for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, the performance of any work pursuant to or in connection with this Agreement, or through any negligence or alleged negligence in safeguarding the work area, or through any act, omission or fault or allege act, omission or fault or alleged act, omission or fault of the Vendor, its employees, Sub Vendors or agents or others under the Vendor's Agreement.

Event Name/ Description: _____

By: _____ Date: _____

Print Name: _____ Title: _____