

**IRVINGTON TOWNSHIP  
FACILITIES USAGE PERMIT APPLICATION**

*A non-refundable \$25.00 application fee is due upon submission of this application to the Office of the Business Administrator. This application will be rejected if it is incomplete and/or if the applicant fails to submit valid proof of identity and age.*

Facility Requested: \_\_\_\_\_ (name and address)  
Type of Activity: \_\_\_\_\_ (e.g. fundraiser, tutoring, sports club)  
Date(s) of Need: \_\_\_\_\_ to \_\_\_\_\_  
Time/Duration of Activity \_\_\_\_\_ to \_\_\_\_\_ (including set-up/clean-up time)  
Estimated Number of Participants and/or Spectators: \_\_\_\_\_

Organization name: \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address: \_\_\_\_\_, City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Circle All SPECIAL NEEDS That Apply:**

- Yes  No Are you charging an entrance fee?
  - Yes  No Are you requesting permission to sell food or other items, including tickets?
  - Yes  No Are you requesting permission to put up tables and chairs, tent(s) or any other type of equipment?
  - Yes  No Are you requesting permission to have bounce house or spacewalk, carnival games or rides, etc.?
- \*\* (If yes, you are required to get insurance coverage from company naming the Township of Irvington as additional insured for one million dollars (\$1,000,000.00)).**

Describe your security plan and provide examples of promotional material for your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach security contract, promotion material, and insurance certificate upon request)

**Release & Indemnification Certificate**

In consideration of the use of certain facilities owned by the Township of Irvington and located at \_\_\_\_\_ in Irvington, New Jersey.

I, \_\_\_\_\_, and my guests/participants/attendees, hereby release the Township, its officers, employees, agents, and servants from any and all liability, loss, attorney's fees or other expenses whatsoever, resulting from personal injury, including death, or property damage or loss to myself or my guests/participants/attendees arising out of the use of such facilities on the date(s) specified herein, unless such injury results from the sole negligence of the Township. I hereby further agree to indemnify and to save harmless the Township from any and all liability, loss, attorney's fees or other expense resulting from my negligence or intentional misconduct or that of my guests, employees or agents during the use of the facilities.

By signing below, I also am indicating that the information that I provided on this permit application is accurate and true to the best of my ability. I also understand all the Procedures & Regulations for the Township, which is located on the reverse side of this application, and I agree with all the terms and conditions.

\_\_\_\_\_  
Applicant's Signature

**SEE REVERSE SIDE FOR PROCEDURES & REGULATIONS**

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**SUBMITTING THIS APPLICATION AND PAYMENT PROCEDURES:** Application must be completed, signed by the applicant with proof of State of New Jersey entity/business registration and photo identification of the individual submitting the application must be mailed or delivered to: The Office of the Business Administrator, 1 Civic Square, Irvington, New Jersey 07111. Full payment of the application fee (cashier’s check or money order – made payable to the “Township of Irvington”) is due with this application. The application will be reviewed, and once it is approved, an unexecuted permit detailing the fees due for the activity will be mailed to the applicant. The applicant will have to bring the executed permit and payment to the Department of Finance and Revenue.

**PERMIT CHANGES INCLUDING CANCELLATION:** Permittee will be required to make a written request to modify, including canceling, the permit at least ten (10) days prior to the event or anticipated change. All modifications have a \$10 processing fee, including cancellations (which also have an additional \$10 cancellation fee – total of \$20.00). **DO NOT CALL THE FACILITY TO BE USED.** Failure to provide proper notification will result in permittee being required to pay all charges associated with permit.

**REFUNDS:** There are no refunds issued for any application fee, processing fees, or any portion of a deposit that covers the costs of potential damage by permittee/guests or additional services provided by the Township due to permittee actions, such as clean-up or security. Refunds will be issued to the permittee in accordance with the cancellation policy articulated in the permit.

**RULES AND REGULATIONS FOR THE USE OF FACILITIES AND EQUIPMENT**

The permittee shall be responsible for adhering to the following general conditions: All activities permitted shall be subject to the Township ordinances and State and Federal laws. The following specific rules and regulations are to be observed by all permittees, participants and/or spectators unless otherwise specifically noted on the permit agreement. If any provision of a permit is in conflict with the City Code, deference is given to the Municipal Parks Code. Any violation or deviation to the permit will cause the permit to be null and void or party to be “**shut down**” by authorized Township staff. At this point, the permittee, along with participants and/or spectators, will be escorted out of the facility or area authorized by the permit. **The permittee will lose the privilege to permit any Township of Irvington facility in the future.**

**Permittees are responsible for:**

- |  |   |
|--|---|
| Adhering to the scope of the permit                          | Paying fees and/or charges by due dates                     |
| Possession of the permit for inspection at the activity site | Orderly conduct of participants and/or spectators           |
| Providing appropriate supervision for the activity           | Maintenance and clean-up of activity area                   |
| Parking in approved areas only                               | Refer to the Municipal Code for additional responsibilities |
| Payment for damages to facility and/or equipment             |   |

**Permittees/Participants/Spectators are prohibited from:**

- |   |   |
|---|---|
| Smoking in any City facilities                            | Transferring permits                                  |
| Using facilities, equipment and/or services not on permit | Utilizing the permit on dates/times not on the permit |
| Conducting activities not on the permit                   | Vending food/beverages without specific authorization |
| Vending of non-food items without specific authorization  | Charging admission without authorization              |
| Consuming alcoholic or smoking                            | Gambling or games-of-chance                           |
| Erecting fences or barricades                             | Building open fires                                   |

**\*\*NOTE: THIS IS AN APPLICATION FORM — NOT A PERMIT\*\***