



Permit #: \_\_\_\_\_

# Township of Roxbury

## Request for Use of Park Grounds and Facilities

Roxbury Recreation, 72 Eyland Avenue, Succasunna, NJ 07876 -- 973-448-2015

**Facilities Requested:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Horseshoe Lake Pavilion          | <input type="checkbox"/> HSL Baseball Field    | <input type="checkbox"/> Berkshire Valley Field  |
| <input type="checkbox"/> Horseshoe Lake Gazebo            | <input type="checkbox"/> HSL Softball Field    | <input type="checkbox"/> Dell Avenue Park        |
| <input type="checkbox"/> Horseshoe Lake Fairgrounds & Pkg | <input type="checkbox"/> HSL Volleyball Courts | <input type="checkbox"/> Emmans Road Field       |
| <input type="checkbox"/> Horseshoe Lake Bandshell         | <input type="checkbox"/> HSL Beach Tent Area   | <input type="checkbox"/> Kiwanis Park            |
| <input type="checkbox"/> Horseshoe Lake Walk/Bike Path    | <input type="checkbox"/> Roxbury Senior Center | <input type="checkbox"/> Port Morris Park        |
| <input type="checkbox"/> Horseshoe Lake Soccer Field      | <input type="checkbox"/> Roxbury Teen Center   | <input type="checkbox"/> Righter Baseball Field  |
| <input type="checkbox"/> Horseshoe Lake Picnic Grove      | <input type="checkbox"/> Roxbury Meeting Room  | <input type="checkbox"/> Jefferson School Fields |
|   |  | <input type="checkbox"/> Landing Park            |

**Dates Requested:**Date: \_\_\_\_\_ Day: M  Tu  W  Th  F  Sat  Sun  Time: \_\_\_\_\_Alternate Date: \_\_\_\_\_ Day: M  Tu  W  Th  F  Sat  Sun  Time: \_\_\_\_\_**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Event Information:**

Purpose of this request is for: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Admission Fee (if applicable): \_\_\_\_\_

Attendants are: \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> All Roxbury Residents | <input type="checkbox"/> Partially Roxbury Residents | <input type="checkbox"/> Non-Residents |
| <input type="checkbox"/> Service/Non-Profit    | <input type="checkbox"/> Other _____                 |  |

**Important Information:**

- All facilities are designated non-smoking. Granting of use of a facility is at sole discretion of Roxbury Township. Roxbury reserves the rights to cancel use of a facility as a result of inclement weather. User of facility is responsible for any damages related to the use of such facility. Alcoholic beverages of any kind are prohibited in our parks. Certificate of Liability Insurance is required naming Township of Roxbury as Additional Insured on a primary and non-contributory basis.
- For field reservations, please provide rosters with players names and addresses.

I, the undersigned, understand that I will be advised of approval of this request and any fee required must be paid before a Park Permit can be issued.

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Director\_\_\_\_\_  
Date

Office Use: Deposit Fee: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

### Special Event Checklist:

- Food and Drink: If you are serving or selling food or drinks to the public at your event please use attached Food and Drink License application from the Health Department. (Includes sale of water)
- Filming: If you plan on filming an event for television or live stream to a website please contact the Clerk's office for a permit at (862) 419-4074.
- Security/Parking: If your event is over 75 people, and/or you plan on filming professionally, and/or you need to block a section of road or parking, then you must contact the police department at (973) 448-2100.
- Restrooms/Portable John Units: Events over 100 will require additional Portable John Units (1:50 ratio). Cost of additional units are the responsibility of the applicant.
- Power / Lights: Please indicate whether you have specific power needs, and/or if you need outdoor light towers turned on, and/or you plan on bringing light towers/generators onto township property. Unless otherwise noted all parks are open dawn to dusk.
- Water use: Please indicate whether you will need access to water during your event.
- Canopies/tents: Please indicate whether you plan on bringing tents or canopies into the park, and confirm that they are flame retardant. Any tent in excess of 30 ft. in any one dimension or 900 sq. ft. must have Flame Retardant Certificate and you must fill out the Type 1 Fire Safety Permit.
- Propane gas grills are by permit only. Type 1 Fire Safety Permit required.
- Trash/Recycle: Please provide a layout of your special event on the map provided (placement of vendors, outline of areas marked for specific use). The parks department will drop off trash and recycling receptacles in the locations indicated in your layout for more convenient trash/recycling collection. If your event is over 250 people, you must contract a trash hauler for containers. Please note that you will require two containers. One container is required for trash and one container is required for recycling.  
Township of Roxbury recycling guidelines are as follows: commingled material (CANS, BOTTLES, and PLASTICS) must be placed in the recycling receptacles (blue containers or containers marked recycling). All cardboard must be flattened and stacked next to any recycling container.
- Charcoal must be dumped in designated galvanized can. Dumping charcoal on the ground is prohibited.

### Permit Holder Responsibilities

Be punctual concerning starting and ending your event.

Observe and enforce park regulations concerning alcohol prohibition, open burning, collection of pet waste, etc. (please go to website or brochure or other supplemental material). \*Open burning in all parks and township property is not permitted. The only exception (by permit only) is at the Morris Canal Ledge Wood Park (see attached ordinance).

Ensure proper disposal of trash and recycling, including the emptying of full containers into dumpsters (separating as noted in the township recycling guidelines).

Police the area and remove all litter and debris from event area separating recycling and trash as per township recycling guidelines).

Notify the Township immediately concerning any damaged, broken or unsafe conditions Keith Knudsen, cell # (201) 230-7729

The use of the facility is a privilege provided by the taxpayers of Roxbury Township. Any infractions may eliminate the future use of the facility. **No person shall otherwise remediate, alter, adjust any athletic field owned by the township. Any attempt to do so will result in loss of deposit, and may include a suspension of your permit for up to one year.**

If an emergency or other problem arises during your event, call 911. For non-emergency issues, call the Parks Department during regular business hours at (973) 927-2252

Any infractions will result in suspension of permit.

All permits must be submitted a minimum of 30 days before the event date, any changes to the event must be made in writing and resubmitted to the township. No changes may be made less than seven days prior to the event date.