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**BOROUGH *of* GLEN ROCK**  
BERGEN COUNTY, NEW JERSEY



**FACILITY USAGE PACKET**

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**BOROUGH of GLEN ROCK**  
BERGEN COUNTY, NEW JERSEY



**POLICIES AND PROCEDURES**  
FOR USAGE OF BOROUGH OWNED FACILITIES

Please review the following Policies and Procedures required to utilize a Borough of Glen Rock owned Facility.

- The Borough Property Usage Application must be completed and submitted to the Clerk's Office at least thirty (30) days prior to the start of your event.
- The Hold Harmless Agreement must be completed, notarized, and submitted to the Clerk's Office at least thirty (30) days prior to the start of your event. In replace of the notarization, a copy of the Applicant's Drivers License will be accepted.
- Certificate of Insurance required, naming the Borough of Glen Rock as an additionally insured and listing the Borough of Glen Rock, 1 Harding Plaza, Glen Rock, New Jersey as the certificate holder. The policy must have the following limit of \$1,000,000.00 for General Liability per each occurrence. **Please Note:** If applicant is a Glen Rock resident and not affiliated with a group, organization, association, or team the Borough of Glen Rock will accept in replace of the above, a copy of the applicant's Homeowner's Insurance Policy.
- If applicable, the Rental Fee must be submitted and received to the Borough of Glen Rock at least ten (10) business days prior to the start of your event. All payments must be received in the form of cash or a check, made payable to the **Borough of Glen Rock.** Fees for renting the following Borough Owned Facilities are as follows:

Wilde Memorial Park Picnic Area (50+ people in attendance)

- \$150.00 Deposit
- \$50.00 Refund if all Rules and Regulations are followed

Glen Rock Borough Hall Meeting Room/ Glen Rock Municipal Annex Meeting Hall

- \$50.00 per year

Glen Roc Pool Pavilion

- \$150.00 deposit
- \$50.00 refund if all Rules and Regulations are followed

HSA Entire School Party/ Private Party (Main Pool and Children's Pool Open)

- \$750.00 per 4 hour maximum party
- 400 person maximum

**BOROUGH of GLEN ROCK**  
BERGEN COUNTY, NEW JERSEY



HSA Entire School Party/ Private Party

- \$750.00 per 4 Hour Maximum Party
- 400 Person Maximum

HSA Graduation Parties/ Private Parties (Main Pool Open, Children's Pool Closed)

- \$125.00 per Hour

- Permits are subject to cancellation. The Borough of Glen Rock reserves the right to cancel any or all reservations or use a portion of a Borough Owned Facility. If a reservation is cancelled due to inclement weather and/ or a scheduling conflict, the applying Organization will be subject to a full refund or have the option to reschedule.
- Applicant is responsible to maintain the Borough Owned Facility to the best of their ability. The removal or destruction of any item within the Borough of Glen Rock's Building and Grounds is strictly forbidden.
- The Borough of Glen Rock shall not be held responsible for the afterwards cleanup and any other damages or vandalism endured to Borough Property as a result of an event by a submitting Applicant or Organization. In addition, all trash and recyclables must be placed in the proper receptacles.
- Alcoholic beverages are not permitted without prior approval from the Borough. If desired, a separate application for alcoholic beverage consumption must be completed and submitted to the Borough for their approval.
- Applicants are responsible for the set up and take down tasks of any tables, chairs, and etc.
- All lights must be turned off before leaving the facility.
- Fire Exit Doors must not be blocked under any circumstance for any period of time.
- Smoking is not permitted inside any Borough Owned Facility.
- The Borough of Glen Rock reserves the right to void/ suspend use by any Organization that does not comply with the above Policies and Procedures regarding the usage of a Borough Owned Facility. Failure to obey will result in the forfeiture of all Borough Owned Facilities without a full refund, prohibit of future use, and the possible onset of a fine.

**BOROUGH of GLEN ROCK**  
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**BOROUGH PROPERTY USAGE APPLICATION**

Please complete all required paperwork and submit to the Clerk's Office at least thirty (30) days prior to the start of your event.

**ORGANIZATION'S INFORMATION**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address (Street, Town, Zip Code)

**REPRESENTATIVE'S INFORMATION**

\_\_\_\_\_  
Contact Representative

\_\_\_\_\_  
Contact's Address (Street, Town, Zip Code)

\_\_\_\_\_  
Contact's E-mail Address

(\_\_\_\_) \_\_\_\_\_  
Home Phone #

(\_\_\_\_) \_\_\_\_\_  
Cell Phone #

**BOROUGH OWNED RENTAL FACILITIES**

Please indicate the facility you would like to request.

\_\_\_\_\_ Glen Rock Borough Hall (Harding Plaza)  
\_\_\_\_\_ Glen Rock Municipal Annex (Maple Avenue)  
\_\_\_\_\_ Glen Rock Pool Pavilion (Doremus Avenue)  
\_\_\_\_\_ Glen Rock Municipal Pool (Doremus Avenue)  
\_\_\_\_\_ Wilde Memorial Park's Picnic Area (Maple Avenue)  
\_\_\_\_\_ Other Rental Facility: \_\_\_\_\_

\_\_\_\_\_  
**ONE HARDING PLAZA, GLEN ROCK, NEW JERSEY 07452**  
**TELEPHONE (201) 670-3951 • FAX (201) 670-3959**

**BOROUGH of GLEN ROCK**  
BERGEN COUNTY, NEW JERSEY



**RESERVATION DATES AND TIMES**

Application hereby made for the previously indicated location for the following date(s) and time(s).

Date 1: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM  
Date 2: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM  
Date 3: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM  
Date 4: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM  
Date 5: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Please provide us with a brief description of the event(s) you wish to conduct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Indicate the Expected Number in Attendance: \_\_\_\_\_

**FACILITY RENTAL FEES**

Please provide us with the following information.

Will you be charging admission or a registration fee?  YES  NO

If your application is approved, the above named above named Organization will receive notification along with a Rental Invoice, reflecting the hours of your event. Invoices must be paid in full at least ten (10) business days prior to the start of your event. If a fee waiver is granted, the above named Organization will receive written notification from the Office of the Clerk prior to the start of your event.

Wilde Memorial Park Picnic Area (50+ people in attendance)

- \$150.00 Deposit
- \$\$50.00 Refund if all Rules and Regulations are followed

Glen Rock Borough Hall Meeting Room/ Glen Rock Municipal Annex Meeting Hall

- \$50.00 per year

Glen Roc Pool Pavilion

- \$150.00 deposit
- \$50.00 refund if all Rules and Regulations are followed

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- 400 person maximum

HSA Entire School Party/ Private Party

- \$750.00 per 4 Hour Maximum Party
- 400 Person Maximum

HSA Graduation Parties/ Private Parties (Main Pool Open, Children's Pool Closed)

- \$125.00 per Hour

All checks must be made payable to the Borough of Glen Rock and submitted to:

Borough of Glen Rock  
Attention: Office of the Clerk  
One Harding Plaza  
Glen Rock, NJ 07452

**RENTAL TERMS AND CONDITIONS**

Please read all Terms and Conditions carefully.

Permits are subject to cancellation. The Borough of Glen Rock reserves the right to cancel any or all reservations or use a portion of any Borough Owned Facility. If a reservation is canceled due to inclement weather and/ or a scheduling conflict the applying Organization will be subject to a full refund or have the option to reschedule.

**AUTHORIZATION**

As a representative of the above named Organization, I hereby fully understand and agree to the above Terms and Conditions in addition to the Policies and Procedures regarding the renting/ utilization of a Borough of Glen Rock owned Facility.

\_\_\_\_\_  
Signature of Applicant/ Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant/ Organization Representative

\_\_\_\_\_  
Date

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For Official Borough Use ONLY

- Approved \_\_\_\_\_  Denied \_\_\_\_\_
- Certificate of Insurance Received
- Hold Harmless Document Received
- Security Deposit Received in the amount of \$ \_\_\_\_\_
- Invoice # \_\_\_\_\_
- Total Amount Due \$: \_\_\_\_\_
- Received By: \_\_\_\_\_
- Check #: \_\_\_\_\_

PERMIT # \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_

Jacqueline Scalia  
Borough Clerk

**BOROUGH of GLEN ROCK**  
BERGEN COUNTY, NEW JERSEY



**HOLD HARMLESS AGREEMENT**

Please complete all required paperwork and submit to the Clerk's Office at least thirty (30) business days prior to the start of your event.

**ORGANIZATION'S INFORMATION**

\_\_\_\_\_  
Name of Group/ Organization

\_\_\_\_\_  
Address (Street, Town, Zip Code)

\_\_\_\_\_  
Organization Type (Individual, Partnership, Non- Profit Corp., For- Profit Corp., Public Entity)

**REPRESENTATIVE'S INFORMATION**

\_\_\_\_\_  
Contact Representative

\_\_\_\_\_  
Contact's Address (Street, Town, Zip Code)

\_\_\_\_\_  
Contact's E-mail Address

(\_\_\_\_) \_\_\_\_\_  
Home Phone #

(\_\_\_\_) \_\_\_\_\_  
Cell Phone #

**BOROUGH OWNED FACILITY**

Please indicate the facility you would like to request.

\_\_\_\_\_ Glen Rock Borough Hall (Harding Plaza)  
\_\_\_\_\_ Glen Rock Municipal Annex (Maple Avenue)  
\_\_\_\_\_ Glen Rock Pool Pavilion (Doremus Avenue)  
\_\_\_\_\_ Glen Rock Municipal Pool (Doremus Avenue)  
\_\_\_\_\_ Wilde Memorial Park's Picnic Area (Maple Avenue)  
\_\_\_\_\_ Other Rental Facility: \_\_\_\_\_

\_\_\_\_\_  
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IN CONSIDERATION OF THE USAGE OF THE  
Borough of Glen Rock's Recreational Facilities named \_\_\_\_\_  
on the following date(s) \_\_\_\_\_  
for the purpose of \_\_\_\_\_  
by the Organization named \_\_\_\_\_.

The undersigned agrees to indemnify and hold the Borough of Glen Rock, its Officers, Agents, and Employees harmless from any and all liability, claims, damages, court costs, and attorney fees arising from the use of the Borough Property referred to as noted above.

I understand that this Hold Harmless Agreement also requires that the Borough of Glen Rock is indemnified from any losses or damages resulting from the acts or omissions from any quest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing, by the Borough of Glen Rock, I agree to furnish an insured providing general liability, bodily injury, and property damage coverage with minimum limits of liability not less than \$1,000,000.00 combined single limit. Said certificate shall state that the "issuing company shall mail 30 days written notice to the certificate holder named, certified mail return receipt." It shall also contain a statement acknowledging this hold harmless agreement. No exceptions or limitations will be accepted.

In order for the Borough of Glen Rock to review this Hold Harmless Agreement, the following information covering the intended use of the premises must be furnished.

- a. Alcoholic Beverage (WILL) or (WILL NOT) be served.
- b. Total number of persons anticipated is \_\_\_\_\_.
- c. Other \_\_\_\_\_.

**CERTIFICATE OF INSURANCE**

In order to be granted approval, please review the following requirements.

In order for the Borough of Glen Rock to review/ approve this Hold Harmless Agreement, the Applicant must complete and notarize the Agreement or provide a copy of their Driver's License. In addition, the Applicant must provide a copy of the Organization's Certificate of Insurance naming the Borough of Glen Rock as additionally insured and listing the Borough of Glen Rock as the certificate holder. The policy must have the following limit of \$1,000,000.00 for General Liability per each occurrence. If the Applicant is a Glen Rock Resident and not affiliated with a group, organization, association, or team; a copy of your Homeowner's Insurance Policy will be required.

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AUTHORIZATION

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ as the binding act in deed.



\_\_\_\_\_  
Signature of Applicant/ Organization Representative

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature of Co-Applicant/ Organization Representative

\_\_\_\_\_  
Date

For Official Borough Use ONLY

Approved

Denied

Certificate of Insurance

Notarization or Copy of Applicant's Drivers License

Security Deposit Received in the amount of \$ \_\_\_\_\_

Invoice # \_\_\_\_\_

Total Amount Due \$: \_\_\_\_\_

Received By: \_\_\_\_\_

Check #: \_\_\_\_\_

PERMIT # \_\_\_\_\_

X \_\_\_\_\_

Jacqueline Scalia  
Borough Clerk

\_\_\_\_\_  
Date