



Office of Recreation
pville-recreation@comcast.net
www.pleasantville-nj.org
Phone: (609) 484-3608
Fax: (609) 484-8225

Thank you for choosing Pleasantville Parks & Recreation Facilities. In order to better serve you completely, we ask that you complete the following application for field or property use and attach the following:

1. Certificate of Insurance naming the City of Pleasantville additionally insured.
2. Check or money order made payable to the City of Pleasantville for necessary fees.
3. Copy of Fire Permit (if applicable)
4. Copy of Team Roster (if applicable)
5. Copy of Map showing designated location for event (obtain a copy from Recreation Department). Also, attach a detailed description of activity or purpose of event at said location.
6. Please return application not less than (30) thirty days nor more than (90) ninety days before the event.

****ALL INFORMATION MUST ACCOMPANY THE COMPLETED APPLICATION FOR APPROVAL.**

If application is denied by the City of Pleasantville, a full refund will be applied.

****REFUND POLICY****

If you or your organization decide to cancel, it must be ten (10) business days prior to your event. An administrative fee of \$50.00 will be applied for processing.

For additional information, you may contact the Recreation Department at 609-484-3608/484-3627 or the City Clerk's office at 609-484-3600

CITY OF PLEASANTVILLE
REQUEST FOR USE OF PUBLIC PROPERTY

PUBLIC BALL FIELD _____

PUBLIC PROPERTY _____

Portion of field Requested (see Map) _____

Date(s) Requested _____

Time(s) Requested _____

Purpose _____

Name of Organization _____

Contact Person(s) _____

Address _____

Telephone Number _____ Cell _____ Work _____

Name and Address of Insurance Carrier:

Your organization will be required to present a certificate of Insurance naming the City of Pleasantville additionally insured, in the amount of \$1,000,000.00.

Will there be an admission fee? Yes ___ No ___

If yes, what amount? _____

Will food, articles, etc., be sold? Yes ___ No ___

What will be done with the profit? _____

*******NO ALCOHOLIC BEVERAGES ARE PERMITTED*******

Applicant's Signature

Date

FEE SCHEDULE:

NON-SPORT ACTIVITY: _____

**Social gatherings, revivals, carnivals.

BUSINESS SPONSORED LEAGUE: _____

NON-BUSINESS SPONSORED LEAGUE: _____

**Refunds: if application is denied by the City of Pleasantville a full refund will be issued.

If you decide to cancel; an administrative fee of \$50.00 processing fee will be charged. Cancellation must be (10) ten business days prior to event.

FOR DEPARTMENTAL USE ONLY

The following to be completed and signed by issuing department head with all necessary paperwork attached.

1. Rental fee _____ Paid? Yes ___ No ___
2. Required certificate of Insurance attached? Yes ___ No ___
3. Is security required? Yes ___ No ___
4. If an outside tent is requested, has the Fire Department issued a permit? Yes ___ No ___
(Tents, chairs, and tables are renter's responsibility)

All requirements have been met for use of this facility.

City Clerk

Superintendent of Recreation

THE FOLLOWING SIGNATURES MUST BE OBTAINED BEFORE THIS BECOMES A VALID PERMIT. PLEASE RETURN COMPLETED FORM TO THE CITY CLERK/SUPERINTENDENT OF RECREATION'S OFFICE FOR SIGNATURES AND FINAL APPROVAL.

1. Public Works Superintendent _____
2. Police Chief _____
3. Fire Chief _____
4. City Administrator _____
5. Mayor _____