



## PITTS GROVE TOWNSHIP FACILITIES AND EQUIPMENT USE REQUEST INSTRUCTIONS

1. All requests to utilize Pittsgrove Township Facilities or Equipment shall be made, in writing, using the "Facility Use Request Form".
2. In order to avoid conflicts in scheduling, all Request Forms are to be submitted as early as possible *but no later than 45 days prior to the scheduled event*, in order to allow ample time for the Recreation Advisory Committee, Public Works Department, and Township Committee to review the request.
3. Requests shall be accompanied by all required documentation necessary to process the application. Specifically, the Hold Harmless Agreement, Certificate of Insurance, Driver's License, and any fee or deposit, shall be executed and attached to the Request Form.
4. In order for a Certificate of Insurance to be valid, it must be from a company licensed and permitted to do business in the State of New Jersey and applicable to the Municipality. The policy must be in effect for the entire period covering the requested use of facilities. The Certificate of Insurance shall list as an additional insured:  
Township of Pittsgrove  
989 Centerton Road  
Pittsgrove, NJ 08318  
  
The application shall not be considered until the required insurance has been obtained.
5. Facility and equipment requests will be authorized exclusively by the Township Committee and approvals and denials will be provided, in writing, to the applicant.
6. Under no circumstance shall the individual or organization named herein enter into any sub-operating or use agreement with outside entities without first securing approval to do so with the Township of Pittsgrove. Furthermore, the individual or organization named in the application shall not allow another individual or organization to utilize said facility or equipment without the expressed written consent to the Township of Pittsgrove.
7. A special licensing agreement may be required for events involving a third-party sponsor or large events like tournaments, etc. Please confer with the Township Administrator for further details.
8. To insure all requests are handled in the most expedient manner, and prepared for Township Committee approval, please return all Request Forms, with supporting documentation, as follow:

**Public Works Department**

**Barbara Laury**  
**856-358-6641 Ext. 4**

Senior Center  
Municipal Building Meeting Rooms  
Tent Rentals  
Portable Lights

**Municipal Building**

**Barbara Laury**  
**856-358-6641 Ext. 4**

Parks (Green Branch, Deer Pen, and Unity)  
Concession Stand  
Pavilions

**Municipal Building**

**Township Administrator**  
**856-358-2300 Ext. 6024**

Unusual Requests