

Dunellen Recreation Department
355 North Avenue, Dunellen, New Jersey 08812
(732) 752-2466 extension 19

Park Usage Request Form
(Mayor & Council approval needed for groups of 20 people or more)

1. In order for your Group/Organization to request to use any park facilities in the Borough of Dunellen, you must complete all of the information below and submit the request form to Dunellen Recreation Department for approval by the Mayor and Council.
2. Final approval may be contingent upon receipt of a Certificate of Insurance. The Borough of Dunellen needs be named as the Certificate Holder and Additional Insured on of the Certificate of Insurance.
3. Food concession stands are subject to inspection by County Health Department.
4. The Borough of Dunellen reserves the right to request that the Group/Organization hire, at their own expense, special Police to cover the event.
5. This document is not a permit. Upon approval, you will receive a Park Use Permit from the Recreation Department.

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|--|-----------------------|-----|-----|
| Date Submitted to Recreation Department: | | | |
| Date(s) requested: | Rain Date: | | |
| Park requested: | | | |
| Event start time: | Event finish time: | | |
| What time will you need to arrive to set-up: | | | |
| Name of Organization requesting facility: | | | |
| Name of person in charge: | | | |
| Address: | | | |
| Day phone number: | Evening phone number: | () | () |
| Type of Event: | | | |
| Number of people expected to attend event: | | | |
| Have you held this event in Dunellen before: | | | |
| If yes, when and where: | | | |
| Is this a fund raiser: | | | |
| Will admission be charged: | | | |
| *Will food be served: | | | |

For official use only:

| | | |
|--|----------------|-------|
| <input type="checkbox"/> Submitted to Mayor & Council | By: | Date: |
| <input type="checkbox"/> Approved | Signature: | Date: |
| <input type="checkbox"/> Declined | Reason: | |
| <input type="checkbox"/> Certificate of Insurance Required (✓if yes) | Date Received: | |
| <input type="checkbox"/> Special Police Required (✓if yes) | | |

Upon final approval, forward copies along with Park Use Permit to:

- Group/Organization Police Department Public Works *Health Department (for food concession stands only)