

CLIFTON RECREATION DEPARTMENT
900 CLIFTON AVENUE
CLIFTON, NEW JERSEY
PHONE: (973) 470-5956
FAX: (973) 815-0599

CLIFTON RECREATION EQUIPMENT RENTAL REQUEST

(You **must** complete a separate application for each date requested)

Date Requesting: _____ Date Returning: _____

Approximate Time of Pick Up: _____ Approximate Time of Return: _____

Requestor (Group/League/Company): _____

Contact Person: _____ Intended Use: _____
(i.e.: picnic, school function, etc.)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

Work Phone #: _____ Email: _____

Equipment/Supplies Needed: Picnic Basket Volleyball Net Bocce Horseshoes
 Badminton Croquet Tables _____ Chairs _____
(number) (number)
 Other: _____

Additional Information Concerning Rental:

The equipment requestor/organization listed above certifies that he/she has received and read the accompanying Equipment Use Rules and Regulations of the City of Clifton/ Recreation Department and agrees to comply with **all** the rules governing the use of the equipment. The facility requestor/organization agrees to accept full responsibility for any damage incurred during use and will ensure that the equipment is returned in a clean, safe and orderly condition. Should the City of Clifton have to repair or restore any of the equipment, fees will be charged to the facility requestor/organization to whom permission for use has been issued for the remediation of said equipment. The facility requestor/organization is responsible for the conduct of all participants using the rental equipment to assure that it is used in the manner in which it was intended.

The facility requestor/organization agrees to indemnify and hold harmless the City of Clifton and its officers, agents, employees, volunteer or other representatives from any and all liability, claims, costs, professional fees or other expenses or liabilities arising out of the use of the equipment, owned by the City of Clifton, referred to above.

I understand that this Hold Harmless Agreement also requires that the City of Clifton is indemnified from any losses or damages resulting from the acts or omissions from any guest/participants who use the above listed equipment.

Applicant's Signature: _____ Date: _____

----- Office Use Only -----

Received: _____ Received Payment Marked on Calendar Prepare Equipment
 Check Equipment Return deposit

Approved: _____ Signature _____ Disapproved: _____ Signature _____ Date: _____

Reason For Disapproval: _____

EQUIPMENT USE RULES AND REGULATIONS

Facility Rental Fees:

1. **\$50.00 Refundable Security Deposit.**
Refundable deposit will be returned, based on the condition of the equipment upon returning and if there was no overtime use. You will receive a purchase order, in which you must sign and return to our office. Your deposit check will be sent to you once the purchase order is received.
2. **Non Refundable Equipment Use Fee:**
\$20.00 Picnic Basket
\$25.00 Volleyball Net
\$10.00 Bocce
\$10.00 Horseshoes
\$10.00 Badminton
\$10.00 Croquet
\$15.00 1-6ft Table & 6 Chairs (please note that not all chairs match with regard to color scheme)
3. Payment may be made by cash, check, money order or debit or credit card.
All checks are to be made payable to Clifton Recreation Department.

Rules and Regulations:

1. Requested supplies/equipment must be used in the manner in which it was intended.
2. All equipment must be returned in good working condition.
3. All equipment must be returned on the date and approximate time stated on the request.
4. Any changes in return schedule must be approved by the Recreation Supervisor before taking equipment from the department.