

Borough of Pitman Parks Request Form
110 South Broadway, Pitman NJ 08071
For more information call phone: 856-589-4665
Email: recreation@pitman.org

Alcyon Lake Park Field and Facility Usage Request Form

Please be advised that incomplete or erroneous requests will not be processed and will be returned to the sender. Type or print clearly so that all information can be accurately processed. This form may be emailed to recreation@pitman.org.

Please be aware that the facility's use is not guaranteed until all rental fees are paid in full.

Name: _____ Title: _____

Organization: _____

Address: _____ City/County: _____

Phone: _____ Email: _____

Does organization possess any type of liability insurance? Yes _____ No _____

(A certificate of insurance is required, naming the Borough of Pitman as an additionally insured)

First Date Choice Request: _____ Event Start/Finishing Time: _____

Days Requested: (check off days that apply)

Mon. ____ Tues. ____ Wed. ____ Thur. ____ Fri. ____ Sat. ____ Sun. ____

Second Date Choice Request: _____ Event Start/Finishing Time: _____

Days Requested: (check off days that apply)

Mon. ____ Tues. ____ Wed. ____ Thur. ____ Fri. ____ Sat. ____ Sun. ____

Program Description (include age group and estimated number of participants and spectators): _____

Number of Day Games (soccer/baseball/softball) _____ Number of Innings: _____

Number of Night Games (soccer/baseball/softball) _____ Number of Innings: _____

Alcyon Park Facility

	_____	Sr Baseball Field
	_____	Little League Field
	_____	Softball Field
	_____	Soccer/Football Fields
	_____	Disc Golf
	_____	Alcyon Park Pavilion
Harmon/Brown Field	_____	
McBurney Field	_____	
Tennis Courts	_____	
Dell Fields	_____	

Fee Schedule

See attached RESOLUTION NO. 148-2026

Parks and Recreational Facilities

1. Alcyon Park Pavilion

Residents: \$30.00 for up to 4 hours

Non-Residents/Commercial: \$50.00 for up to 4 hours

Additional Hourly Fee: \$10.00 per hour

2. Athletic Fields

Residents/Non-Residents/Commercial: \$50.00 per game / \$75.00
per night game (no pitch after 10 pm)

Organized League Use:

\$500.00 per season (Residents) \$750.00 per season
(Non-Residents/Commercial)

Tournament: \$100.00 per game/event (day or night)

3. Disc Golf Tournament \$100.00 per game/event (day or night)

4. Sunset & Grove Auditoriums

Residents: \$100.00 for up to 4 hours

Non-Residents/Commercial: \$200.00 for up to 4 hours

Security Deposit: \$200.00 (Refundable upon inspection)

5. Playgrounds and Open Spaces No fee for general use during operating hours.

Exclusive Use for Private Events: \$75.00 per event (Residents); \$150.00 per event

(Non-Residents) Borough Event Permit Required

Additional Fees

1. Cleaning Fee (if required): \$50.00 2. Late Payment Fee: \$25.00

Security-Cancellation Agreement

To offer the fees and amenities this park affords its users, Alcyon Park must manage its operating expenses effectively, which involves costs in overall maintaining the quality of the fields, preparations and follow-up of each game. In addition, with all due regard to the organizations that request the use of our fields and those who may be denied because of previously scheduled games, we must be assured that scheduled field use is fulfilled. Thus, all approved users are to keep up with the cleanliness of dugouts, i.e. trash, debris, bats and balls. The home team is responsible for both dugouts (baseball/softball). Along with proper field repair after games, raking in home plate batter's boxes and fixing any holes in the pitcher's mound should be done upon the request of the Park Superintendent.

The fee for the facilities must be requested 30 days before the event or it will not be booked. In the event there is a preventable cancellation, the fee will not be refunded. If the scheduled event cannot be held due to unpreventable circumstances, such as a long heavy rain, then an alternative date may be used for the fee previously submitted in advance.

If there is any damage resulting from an applicant's activities, the damage as assessed by the Park Superintendent and/or Recreation Director will determine if any additional funds will be charged.

Certificate of Insurance

The applicant shall not be allowed access to the facility until it has obtained the insurance required under this contract. A valid certificate of insurance with the Borough of Pitman as the additional insured must be presented at the time of the application, or the request will not be processed. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the Borough of Pitman.

NO ALCOHOL permitted on any Borough property including the parks and athletic fields.

Indemnification of Borough

The applicant agrees that the Borough will not be responsible for any loss, injury or damage to person or property which at any time may be suffered or sustained by lessee or by any person whosoever may at any time be using or occupying or visiting the premises or be in, on or about the same whether such loss, injury, death or damage is caused by or in any ways results from or arises out of any act, omission or negligence of user or any occupant, visitor or user of any portions of the premises, or results from or is caused by any other matter or thing whether the same kind as or of a different kind than matters or things above set forth. Applicant covenants to save defend, hold harmless and indemnify the Borough and all of its agents and employees from and against any and all claims, loss, damage, injury, cost (including court costs and attorney's fees) charge, liability or exposure, however caused, resulting from, arising out of or in any way connected with applicant occupation and use of the premises.

Signature of Representative: _____ Date: _____

****Use of fields/facilities are prohibited until such time as the gates are open****