



**PARKS AND RECREATION COMMISSION**  
**BOROUGH OF LINDENWOLD**  
**15 N. WHITE HORSE PIKE**  
**LINDENWOLD NJ 08021**  
(856)783-2121  
(856)782-9446 – fax

Enclosed please find the following:

1. Permit Application
2. Waiver Form
3. Team Roster
4. Rules & Regulations

Fill out the application, waiver form and team roster and submit to the Borough Clerk with an original Certificate of Insurance listing the Borough of Lindenwold as an additional insured on your policy.

All applications must be submitted at least 60 days prior to the event, (pages 2, 3, & 4) The Borough Clerk will review the application for completeness and advise the applicant if it is incomplete and what is missing. If complete the application will be forwarded to the Commission for review and approval if appropriate. The Committee meets the first Monday of each month, 7:00pm@Lindenwold Borough Hall, 15 N. White Horse Pike. The application has to be filed in a timely manner.

Should you have any questions please contact Craig Wells at the Public Works Department, 856-783-1848.

Submit all forms to: Borough of Lindenwold  
15 N. White Horse Pike  
Lindenwold NJ 08021  
Attention: Borough Clerk

**PERMIT APPLICATION**  
**PARKS AND RECREATION COMMISSION**  
**FOR USE OF PARKS AND RECREATION FACILITIES**

PLEASE TYPE OR PRINT

DATE \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LOCATION/FACILITY REQUESTED: \_\_\_\_\_

BASEBALL FIELD # (if applicable) \_\_\_\_\_  
(Field #1, #2, #3, #4, or #5)

DATES REQUESTED: \_\_\_\_\_  
(attach schedule if necessary)

HOURS REQUESTED: \_\_\_\_\_  
(attach schedule if necessary)

TYPE OF PROGRAM/ACTIVITY \_\_\_\_\_

ESTIMATED MAXIMUM CROWD SIZE (for traffic and safety) \_\_\_\_\_

SPECIAL NEEDS (may incur costs) \_\_\_\_\_

NAMES AND ADDRESSES OF OFFICERS AND DIRECTORS (use separate sheet if necessary):

IF APPLICABLE:

NUMBER OF TEAMS \_\_\_\_\_ NUMBER OF PARTICIPANTS \_\_\_\_\_

NAME OF LEAGUES: \_\_\_\_\_

I HEREBY ACKNOWLEDGE RECEIVING AND READING A COPY OF CHAPTER 160 AND AGREE TO COMPLY WITH THE RULES AND REGULATIONS SET FORTH.

\_\_\_\_\_  
SIGNATURE



***Hold Harmless***  
**PARKS AND RECREATION COMMISSION**  
**BOROUGH OF LINDENWOLD**  
**15 N. White Horse Pike**  
**Lindenwold, New Jersey 08021**

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*Each participator and/or representative of the organization/sponsor must complete and sign a copy of this form to be attached to the permit application. If additional time is needed to obtain all proper signatures, a request must be made in writing and attached to the permit application. Failure to submit the hold harmless form will be cause for denial.*

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In consideration for receiving approval to utilize Lindenwold Borough Parks and Recreation Areas, I/We hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, AND AGREE TO **HOLD HARMLESS** for any and all purposes the Borough of Lindenwold FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, DAMAGE TO PROPERTY, OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained as a result of my/our participation in the ACTIVITY requested or my/our use of equipment or facilities provided by the BOROUGH OF LINDENWOLD.

I/We fully understand and appreciate the potential dangers, hazards and/or risks, directly and/or indirectly inherent in participating in the requested activity, which could include but are not limited to the loss of life, serious loss of limb, or loss of property. My/Our participation in the ACTIVITY is completely voluntary and at my/our own risk.

I/We VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH that may be sustained during or as a result of my participation in the ACTIVITY, WHETHER CAUSED BY AN ACT OF COMMISSION OR OMISSION on the part of the ORGANIZERS or otherwise. I/WE FURTHER AGREE TO INDEMNIFY AND **HOLD HARMLESS** the BOROUGH OF LINDENWOLD for any loss, liability, damage or costs, including court costs and attorney's fees, which may occur as a result of my/our participation in the ACTIVITY.

It is my/our express intent that this **COVENANT NOT TO SUE AND HOLD HARMLESS** agreement shall bind the members of my/our family and spouse, if I/We am alive, and my/our heirs, assigns and personal representatives, if I/We am deceased.

In signing this **COVENANT NOT TO SUE** and **HOLD HARMLESS** agreement, I/We acknowledge and represent that I/We have read the foregoing **COVENANT NOT TO SUE** and **HOLD HARMLESS** agreement, understand it, and sign it voluntarily at my/our own free act and deed; no oral representations, statements, or inducements apart from the foregoing agreement that has been reduced to writing have been made. I/We execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future.

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**By completing the information and signing below, you agree to the Hold Harmless conditions stated above.**

Name: \_\_\_\_\_

Organization/Sponsor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEAM ROSTER**  
**PARKS AND RECREATION COMMISSION**  
**BOROUGH OF LINDENWOLD**

This roster must be filled out completely and submitted prior to the start of the event. Please include all managers and coaches. Add additional sheets if necessary.

TEAM NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

LEAGUE: \_\_\_\_\_

RESPONSIBLE PERSON:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Name

## Street

CityTelephone[illegible]

## Chapter 160

### PARKS AND RECREATIONAL AREAS

- 160-1. Permit procedures and standards and Fees
- 160-2. Permit regulations
- 160-3. Appeal procedure
- 160-4. Permittees bound by park rules
- 160-5. Hours and closings
- 160-6. Conduct and proper use of parks
- 160- 7. Liability of permittees
- 160-8. Revocation of permit
- 160-9. Enforcement; powers and duties of authorities
- 160-10. Violations and penalties.

[HISTORY: Adopted by the Mayor and Council of the Borough of Lindenwold: Art. I, 2-27-1980 as Ord. No. 534; Art. II, 4-12-1989 as Ord. No. 806. Section 160-9 amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I; Amended 10-19-1981 by Ord. No. 587, Amended in entirety 3-12-03 by Ord. No. 1129. Other amendments noted where applicable.]

### GENERAL REFERENCES

Alcoholic beverages in public places -- See Ch. 163.  
Firearms, fireworks and hunting -- See Ch. 109.  
Peace and good order -- See Ch. 163.

#### ~160-1. Permit procedures and standards and Fees

The Lindenwold Borough Department of Parks and Playgrounds shall determine the use of all borough Parks and Playgrounds by groups and organizations through the issuance of permits. The permit shall designate the group or organization authorized to use the field or fields it is permitted to use and the dates and times on which the use is permitted.

Permits shall be obtained by application to the Board of Parks and Recreations Commission in accordance with the following procedure:

- A. Applications can be obtained from the Borough Clerk and also returned to the Borough Clerk. The Borough Clerk will review for completeness (checklist provided) and date sensitive applications. If application is incomplete it will be immediately returned to the applicant and missing information identified. If it is date sensitive the Chairperson will be immediately notified so a determination can be made to hold an emergency meeting if needed.
- B. A person seeking issuance of a permit hereunder shall file an application with the Board of Parks and Recreations Commission, stating:
  - (1) The name and address of the applicant.
  - (2) The name and address of the person, persons, corporation or association sponsoring the activity, if any.

- (3) The date, day and hours for which the permit is desired.
  - (4) The park or portion thereof for which such permit is desired.
  - (5) Any other information which the Board of Parks and Recreations Commission shall find reasonably necessary to a fair determination as to whether a permit should be issued hereunder.
- C. Standards for issuance of a use permit by the Board of Parks and Recreations Commission include the following findings:
- (1) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park.
  - (2) That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
  - (3) That the proposed activity or uses that are reasonably anticipated will not include violence, crime or disorderly conduct.
  - (4) That the proposed activity will not entail extraordinary or burdensome expense of police operation by the Borough of Lindenwold.
  - (5) That the facilities desired have not been reserved for other use at the date and hour requested in the application.
- D. In order to qualify to be considered for the issuance of a permit to use any of the borough's fields or facilities, one must do the following:
- (1) Submit a complete team roster or a participant list with the name addresses and phone numbers of all members, prior to the start of the event.
  - (2) Present proof of liability insurance in the minimum amount of \$1,000,000 covering the use of the Park and Recreation Area to be used. The Borough of Lindenwold must be named as an additional insured. Waiver of the insurance may be applied for depending the requested use.

E. Fee Schedule

(1) If the participants in the event consist of 50% Lindenwold residents there is no fee. If 50% are not Lindenwold residents a fee will be assessed per the following fee schedule. All permits are final, no Refunds.

a. Ball Fields

Three hours for one ball field:

Daylight hours (Monday – Friday)	\$100.00
(Saturday & Sunday)	\$125.00

With lights (Monday – Friday)	\$125.00
(Saturday & Sunday)	\$150.00

All day for one ballfield:

Daylight Hours (Monday – Friday)	\$200.00
(Saturday & Sunday)	\$250.00

With lights (Monday – Friday)	\$200.00
(Saturday & Sunday)	\$300.00

Security Deposit	\$250.00
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Security Deposit for Key (Bathroom, Garage. Etc.) \$25.00 *per key*

b. Tournament Fee (4 day maximum)	\$1,800.00
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Security Deposit	\$500.00
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c. All Other Recreational Activities (Birthday Parties, etc. – Non Residents)  
(Picnic Pavilion)

Two Hours: (Daylight)	\$50.00
All Day: (Daylight)	\$100.00
Security Deposit	\$100.00
Security Deposit for Key (Bathroom)	\$25.00

d. Non-Recreational activities-e.g. flea market car show

Four Hours:

Daylight	\$200.00
With Lights	\$300.00
Security Deposit	\$400.00

Security Deposit for Key (Bathroom)	\$25.00
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- e. Stage – e.g. musical shows, theater acts, concerts, fashion show, awards or Recognition Presentation. (Movie Screen, Sound Equipment & Speakers Not Available)  
Up to Four Hours:

Daylight	\$400.00
With Lights	\$500.00
Each Additional Hour	\$100.00 <i>No lights</i>
	\$125.00 <i>lights</i>
Security Deposit	\$300.00

- f. Basketball Courts  
Two Hours All Courts \$150.00  
Each Additional Hour \$75.00 *per hour*

- g. Police Protection (Per Officer)

150-34 Compensation for off-duty enforcement officers.

[Added 4-9-2008 by Ord. No. 1230; amended 9-5-2012 by Ord. No. 1323; 12-12-2018 by Ord. No. 2018-117]

Lindenwold Police Assistance (4 hours minimum)	\$220.00
Plus overtime expense if necessary	

- h. Public Works Assistance (3 hours minimum) \$200.00  
Each Additional Hour \$65.00

- (2) The Board shall designate the Director of Public Works or his designee to inspect the facilities used by the permit holder prior to that use and after that use. The Director of Public Works or his designee shall determine whether or not the permitted premises have been left in reasonably the same condition as existed prior to the use. In the event that is the case, the Director of Public Works or his designee shall notify the Borough Clerk of such and the security deposit will be returned forthwith. If the Director of Public Works or his designee reveals damage and/or lack of cleanup to the permitted premises, the Director of Public Works or his designee shall notify the Borough Clerk who shall not release the security deposit. Director of Public Works shall determine any necessary work to be done to return the permitted premises to its before use status. Thereafter, the Director of Public Works shall notify the Borough Clerk as to the cost of the work based upon employee hours times the hourly rate plus 20%. The Borough Clerk shall deduct that cost from the security deposit and return the balance to the permit holder. In the event there is not sufficient deposit to pay for the work, the permit holder shall be responsible for payment of any excess amount and shall not be permitted to receive any additional permits until payment is made. The Borough may also pursue any legal remedies it may have in such a situation.

#### ~160-2. Permit regulations

Any group or organization, which has received a permit, shall be responsible for seeing that the following conditions are adhered to: A. The permit shall not be transferred or assigned. The permit holder or designated representative must be present whenever the field is in use during the time of its permit.



- B. No alcoholic beverages are permitted at any time by anyone during the use of the fields, including the team players and spectators. The permit holder shall be responsible for enforcing this condition.
- C. The permit holder shall be responsible for any and all illegal acts by spectators and team member, including the opposing team.
- D. The permit holder shall be responsible for ensuring that team members and spectators adhere to no-parking regulations at and near the field in use.

~160-3. Appeal procedure

- A. Within five days after the receipt of an application, the Board of Parks and Recreations Commissioners shall apprise an applicant in writing of its reasons for refusing a permit, and any aggrieved person shall have the right to appeal to the Borough Council of the Borough of Lindenwold by serving written notice thereof on the Clerk of the Borough of Lindenwold within five days of said refusal.
- B. A copy of said notice shall also be served on the Board of Parks and Recreations Commissioners within the same time, and said Committee shall immediately forward the application and the reasons for its refusal to the Borough Council of the borough of Lindenwold, who shall consider the application under the standards set forth under 160-3B hereof and sustain or overrule Board of Parks and Recreations Commissioners decision within 10 days from the receipt of the appeal by it. The decision of the Borough Council of the Borough of Lindenwold shall be final.

~160-4. Permittees bound by park rules

All park rules and regulations and all applicable ordinances shall bind a permittee fully as though the same were inserted in the permit.

~160-5. Hours and closings

- A. Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year during the designated hours. The opening and closing hours for each individual park shall be posted therein for public information.
- B. Any section or part of any park may be declared closed to the public at any time and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise) and either entirely or merely for certain uses.

~160-6. Conduct and proper use of parks

- A. No person in a public park and recreational area shall:
  - (1) Willfully mark, deface, disfigure, injure, tamper with or displace or remove any buildings, bridges, tables, benches, fireplaces, railing, paving's or paving materials, waterlines or other public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.

- (2) Fail to cooperate in maintaining rest rooms and washrooms in a neat and sanitary condition. No person above the age of five years shall use the rest rooms and washrooms designated for the opposite sex.
- (3) Dig or remove any soil, rock, sand, stones, trees, shrubs or plants or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agency.
- (4) Construct or erect any building or structure of whatever kind, whether permanent or temporary, or run or string any public service utility into, upon or across such lands, except on special written permit issued hereunder.
- (5) Damage, cut, carve, transplant or remove any tree or plant, or injure the bark or pick flowers or seed of any trees or plant, or dig in or otherwise disturb grass areas or in any other way injure the natural beauty or usefulness of any area.
- (6) Climb any tree, or walk, stand or sit upon monuments, vases, planters, fountains, railings, fences or upon any other property not designated or customarily used for such purposes.
- (7) Tie or hitch an animal to any tree or plant.
- (8) Hunt, molest, harm, frighten, kill, trap, pursue, chase, tease, shoot or throw missiles at any animal, wildlife, reptile or bird; or remove or have in his possession the young of any wild animal or the eggs or nest or young of any reptile or bird. Exception to the foregoing is made in that snakes known to be deadly poisonous or deadly reptiles may be killed on sight.
- (9) Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream or other body of water in or adjacent to any park or any tributary stream, storm sewer or drain flowing into water, any substance, matter or thing, liquid or solid, which will or may result in the pollution of said waters.
- (10) Have brought in or dump in, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse or other trash. No such refuse or trash shall be placed in any waters in or contiguous to any park or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.
- (11) Drive any vehicle on any area except the paved park roads or parking areas or such areas as may on occasion be specifically designated as temporary areas.
- (12) Park a vehicle in other than an established or designated parking area and such shall be in accordance with posted direction there at and with the instruction of any attendant who may be present.
- (13) Leave a vehicle standing or parked at night in established parking areas or elsewhere in the park area.
- (14) Leave a bicycle in a place other than a bicycle rack when such is provided and there is space available.

- (15) Ride a bicycle without reasonable regard for the safety of others.
- (16) Leave a bicycle lying on the ground or pavement or set against trees or in any place or position where other persons may trip over or be injured by it.
- (17) Swim, bathe or wade in any waters or waterways in or adjacent to any park, except in such waters and at such places as are provided therefore and in compliance with such regulations as are herein set forth or may be hereinafter adopted. Nor shall any person frequent any waters or places customarily designated for the purposes of swimming or bathing, or congregate thereat, when such activities are prohibited by Board of Parks and Recreations Commission upon a finding that such use of the water would be dangerous or otherwise inadvisable.
- (18) Frequent any waters or places designated for the purposes of swimming or bathing, or congregate there at, except between such hours of the day as shall be designated by the Board of Parks and Recreations Commission for such purposes for each individual site.
- (19) Erect, maintain, use or occupy on or in any beach or bathing area any tent, shelter or structure of any kind unless there shall be an unobstructed view into said tent, shelter or structure from at least two sides, nor shall any guide wire, rope or extension brace or support be connected or fastened from any such structure to any other structure, stake, rock or other object outside thereof.
- (20) Allow his/her person to be so covered with a bathing suit as to indecently expose his/her person.
- (21) Dress or undress on any beach or in any vehicle, toilet room or other place, except in such bathing houses or structures as may be provided for that purpose.
- (22) Bring into any waters or operate therein any boat, raft or other watercraft, whether motor-powered or not, except at places designated for boating. Such activity shall be in accordance with applicable regulations as are now or hereafter may be adopted.
- (23) Navigate, direct or handle any boat in such a manner as to unjustifiable or unnecessarily annoy or frighten or endanger the occupant of any other boat.
- (24) Launch, dock or operate any boat of any kind on any water between the closing hour of the park at night and the opening hour of the park the following morning, nor shall any person be on or remain on or in any boat during said closed hours of the park.
- (25) Fish in any area where bathing is permitted.
- (26) Carry or possess firearms of any description or air rifles, spring guns, bows and arrows, slings or any other forms of weapons potentially inimical to wildlife and dangerous to human safety, or any instrument that can be loaded with and fire blank cartridges, or any kind of trapping device. Shooting into park areas from beyond park boundaries is forbidden.
- (27) Picnic or lunch in a place other than those designated for that purpose.

- (28) Use any portion of the picnic area or any of the buildings or structures therein for the purpose of the holding picnics to the exclusion of other persons, nor shall any person use such areas and facilities for any unreasonable time if the facilities are crowded.
  - (29) Leave a picnic area before all trash is placed in the disposal receptacles where provided. If no such trash receptacles are available, then trash shall be carried away from the park area by the picnicker, to be properly disposed of elsewhere.
  - (30) Take part in or abet the playing of any games involving thrown or otherwise propelled objects, such as balls, stones, arrow, javelins, horseshoes, quoits or model airplanes, except in those areas set apart for such forms of recreation.
- B. While in a Public Park or recreational area, all persons shall conduct themselves in a proper and orderly manner, and in particular no person shall:
- (1) Bring alcoholic beverages, drink it at any time nor be under the influence of intoxicating liquor in a park.
  - (2) Have in his possession or set or otherwise cause to explode or discharge or burn any firecrackers, torpedo rockets or other fireworks, firecrackers or explosives of flammable material, or discharge them or throw them into any such areas from lands or highways adjacent thereto. This prohibition includes any substance, compound, mixture or article that in conjunction with any other substance or compound would be dangerous from any of the foregoing standpoints. At the discretion of the Board of Parks and Recreations Commission, permits may be given for conducting properly supervised fireworks in designated park areas.
  - (3) Appear at any place in other than proper clothing.
  - (4) Solicit alms or contributions for any purpose, whether public or private.
  - (5) Build or attempt to build a fire. No person shall drop, throw or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco paper or other flammable material within any park or on any highways, roads or streets abutting or contiguous thereto.
  - (6) Enter an area posted as "Closed to the Public," nor use or abet in the use of any area in violation of posted notices.
  - (7) Gamble or participate in or abet any game of chance except in such areas and under such regulations as may be designated by the Board of Parks and Recreations Commission.
  - (8) Go onto the ice or any of the waters.
  - (9) Sleep or protractedly lounge on the seats or benches or other areas, or engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to breach the public peace.
  - (10) Disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.

- (11) Paste, glue, tack or otherwise post any sign, placard, advertisement or inscription whatever, nor erect or cause to be erected any sign whatever on any public lands or highways or roads adjacent to a park.

~160-7. Liability of permittees

The person or persons to whom the permit is issued shall be liable for all loss; <damage or injury sustained by any person whatever by reason of the negligence of the person or persons to who such permit shall have been issued.

~160-8. Revocation of permit

The Board of Parks and Recreations Commission shall have the authority to revoke to revoke a permit upon a finding of violation of any rule or ordinance or upon good cause shown.

~160-9. Enforcement; powers and duties of authorities

- A. The Board of Parks and Recreations Commission and park attendants shall, in connection with their duties imposed by law, diligently enforce the provisions of this article.
- B. This article shall also be enforced by the Police Department of the Borough of Lindenwold.

~160-10. Violations and penalties.

Any person violating any of the provisions of this article or any rule or regulation promulgated pursuant hereto shall, upon conviction, be subject to the replacement, repair or restoration of any damaged park property and shall be subject to a fine not exceeding \$500, and in default of payment thereof, may be sentenced to imprisonment in the county jail, in the discretion of the Judge, for a term not exceeding 90 days.

**REVISED: April 10, 2024**