



**BOROUGH OF SEASIDE PARK
REQUEST FOR USE OF BOROUGH FACILITIES**

1701 N. OCEAN AVENUE
SEASIDE PARK, NJ 08752
(P) 732-793-3700 (F) 732-793-3737
Email:clerk@seasideparknj.com

Instructions: This is required to be submitted to the Borough Clerk 30 days prior to requested date. Advance publicity of the event being planned is not appropriate until confirmation of approval is received. Signs needed within the Borough to direct participants to a specific location are the responsibility of the requesting organization. If the event involves the use of any street please indicate planned route or streets to be used on the map on reverse side.

ORGANIZATION NAME: _____ NON-PROFIT { } YES { } NO

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE: _____ FAX: _____

ACTIVITY DAY & DATES: _____ TIME: _____ TO: _____

DESCRIPTION OF ACTIVITY: _____

ANTICIPATED ATTENDANCE: _____

FACILITY REQUESTED (Check all that apply)

- Borough Hall 1st Floor Community Room Fifth Avenue Pier
- Borough Hall 2nd Floor Conference Room 14 th Avenue Pier
- Borough Council Meeting Room/Court Room
- Recreation Field/Court: Specify location: _____
- Ocean Beach: Specify location: _____
- Boardwalk; Specify location: _____
- Bay Beach: Specify location: _____
- Streets; Specify: _____
- Other Facility; Specify: _____

Authorized Signature: _____ Date: _____

For Office Use Only:

Date Received: _____ By: _____

Date Availability: _____ By: _____

Cost to Borough: _____ Estimated By: _____

Recommendation: Approved _____

Denial _____

By: _____ Date: _____

Conditions: _____

Please review: Police Department DPW
 Zoning/Code Office Life Guard Captain

TO ALL EVENT PLANNERS AND ORGANIZATIONS

Please read the instructions in the first paragraph on the request form.

All requests must be submitted a **minimum of 30 days in advance** of the event, and are then forwarded to the Police Department for review.

Ocean Ave, 14th Ave, Bayview Ave, J Street and Porter Ave are all County Roads. If you are requesting to use any of these roads you must secure in Writing authorization from the Ocean County Road Dept to use, cone or close off any portions of those roads. When approved, submit a copy of that written authorization with your request to the Borough.

Central Ave, also known as Route 35, is a State Highway. If you are Requesting to use, close or cone off any parts of that roadway, you must secure written authorization from the NJ DOT. When approved, submit a copy of that written authorization with your request to the Borough.

The parking meters are in effect year round and permission to use any Borough facilities **does not include** free-metered parking for your event. You must specifically direct that request to the Mayor and Council for their approval. Do not direct your request to the Chief of Police.

Any runs or walks must submit a map or diagram of the proposed route. If traffic officers or police officers are needed, you may be billed for those services.

The boardwalk is not closed off for your event. Please advise your participants to be courteous and considerate of others using the boardwalk.

Do not move or remove any Borough property on the boardwalk or streets, or close off any Borough streets or facilities on your own. DPW will assist you as long as they receive notification through an approved request.

Thank you for your cooperation – Chief Edward C. Dickson