

TOWNSHIP OF ROCHELLE PARK PERMIT

For use of Recreational Facilities:

*Carlock Field w/bathroom privileges _____ Matthew's Field House Meeting Room _____
*Carlock Field _____ (*Weather permitting – NO MARKINGS ON FIELD)
*Matthew's Field _____ Houghton Hall _____

Organization Name: _____
Officer's Title: _____
Address and Phone #: _____
Signature: _____
Approximate number of people attending: _____

Description of period(s) for which permit has been approved:

Use of: _____

INSTRUCTIONS FOR PERMIT USE:

Any organization that requests a permit **must bring** this form (white and yellow copies) to **POLICE HEADQUARTERS** on date permit is issued:

- #1 Leave yellow copy with officer at Police desk (on clip board)
- #2 Keep white copy on hand during your period(s) of approval
- #3 Sign out for use of keys
- #4 **CLEAN UP** areas used, and lock all facilities
- #5 **PLEASE** remove all garbage from buildings/field and dispose of properly.
- #6 Return keys to Police desk (the same day, **DO NOT** hold keys for any additional days, other than date of permit)
- #7 **NO** Alcoholic Beverages
- #8 **NO** Smoking
- #9 **INSPECT** bathrooms,
- #10 Rochelle Park Recreation **RESERVES THE RIGHT TO CANCEL** this permit within 24-48

hours notice. If any damage or destruction of property occurs, the Recreation Committee shall, at its own discretion, call upon the organization to make restitution for the damage(s).

Thank you for your cooperation!

Approved by the Recreation Committee

Secretary
WHITE – Organization YELLOW – Police Dept.

Date: _____
PINK – Recreation Committee