

**APPLICATION FOR THE USE OF  
THE GROUNDS OR OUTDOOR FACILITIES  
AT LAURELWOOD ARBORETUM**

725 Pines Lake Drive West, Wayne, NJ 07470

Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

.....  
Date(s) Requested: \_\_\_\_\_

Between the hours of: \_\_\_\_\_ and \_\_\_\_\_

For the purpose of: \_\_\_\_\_ (the "Event")  
\_\_\_\_\_

Number of people: \_\_\_\_\_

Desired location within the Arboretum: \_\_\_\_\_

*Please note that due to the nature of our paths, it is best to wear or bring sneakers/flats*

Recommended donation for non-profit organizations: \$ 50

Recommended donation for all others: \$100

Security deposit (returnable after the Event if there is no damage to the Arboretum): \$200

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Motorized carts operated by a Laurelwood Arboretum volunteer or employee are available if reserved in advance at a recommended donation of \$50 per hour. Each vehicle holds 5 visitors.

A motorized cart will be needed for the Event: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, how many carts will be needed? 1 \_\_\_\_\_ 2 \_\_\_\_\_

# APPLICATION FOR THE USE OF THE GROUNDS OR OUTDOOR FACILITIES AT LAURELWOOD ARBORETUM

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Applicant agrees:

1. Recommended donation and security deposit are payable at the time the application is submitted.  
*Donations may be made online through our website, [www.laurelwoodarboretum.org](http://www.laurelwoodarboretum.org), or by sending a check to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*
2. If a permit is granted pursuant to this application, Applicant agrees to be solely responsible for any personal injury or property damage or loss during or in connection with the Event. The Township of Wayne and Laurelwood Arboretum assume no responsibility for such personal injury or property damage or loss. Applicant agrees to indemnify and hold harmless the Township of Wayne and Friends of Laurelwood Arboretum, its agents, servants and employees from any and all claims for personal injury or property damage or loss sustained by any person in connection with the Event. Applicant further agrees to defend, at his or her own expense, any such claim or lawsuit instituted by a third party against the Township of Wayne or Friends of Laurelwood Arboretum.
3. Laurelwood Arboretum may deny any application for a permit, or for a specific date and/or time, in its sole discretion.
4. If this application is for an Event for 50 or more people, Applicant confirms that Security/Traffic Control will be arranged through the Wayne Police Department. If no Security/Traffic Control is provided, the Event is not permitted to be held.
5. Applicant agrees to comply with the attached Policies for Use of the Grounds or Outdoor Facilities at Laurelwood Arboretum. Failure to do so may result in the termination of the permit.

*Applications may be scanned and emailed to us at [info@laurelwoodarboretum.org](mailto:info@laurelwoodarboretum.org) or mailed to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*

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

Please Print Name: \_\_\_\_\_

PERMIT GRANTED BY FRIENDS OF LAURELWOOD ARBORETUM

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Donation Amount Received: \$ \_\_\_\_\_

Security Deposit Received: \$ \_\_\_\_\_

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## **POLICIES FOR USE OF THE GROUNDS/OUTDOOR FACILITIES AT LAURELWOOD ARBORETUM**

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Laurelwood Arboretum is a Township-owned public park that is maintained and managed through a cooperative agreement between the Township of Wayne (“Township”) and the non-profit organization FRIENDS OF LAURELWOOD ARBORETUM. Our mission is to preserve Laurelwood Arboretum as an oasis for the enjoyment of nature by the public and to provide opportunities for environmental awareness through educational programs, community involvement and outreach activities. All other uses of the Arboretum are at the discretion of the Township and the FRIENDS OF LAURELWOOD ARBORETUM Board of Directors.

- Preference will be given to members of FRIENDS OF LAURELWOOD ARBORETUM in scheduling meetings, events or programs (an “Event”).
- Events cannot interfere with the programs or operations of FRIENDS OF LAURELWOOD ARBORETUM. They cannot be scheduled for Tuesdays or Fridays between the hours of 8 am and noon because this would interfere with the work of our horticultural team.
- Use of the Arboretum for an Event is limited to those hours when it is open to the public—daily 8 am to dusk, weather permitting.
- Children under the age of 13 must be supervised by adults.
- No fundraising events are permitted in the Center other than those sponsored by FRIENDS OF LAURELWOOD ARBORETUM.
- Events for 50 or more people require the hiring of Security/Traffic Control. Requests must be made through the Wayne Police Department at the Applicant’s expense.
- Reservations are requested to be made at least two (2) weeks prior to the Event.
- The Laurelwood Office Manager must be notified of cancellation of an Event at least one (1) week in advance or the security deposit will be forfeited. Refunds will be made only upon receipt of written cancellation.
- If an Event has been rained out and a rescheduling is desired, the original application should be resubmitted with an alternate date indicated. If rescheduling is not desired, a full refund will be made.
- Cars and vans may park in the visitors’ parking lots on Vale Road and Pines Lake Drive West. If you are arriving in a commercial bus or coach, please make arrangements with us ahead of time. No unauthorized vehicles are allowed on the Arboretum’s roadways.
- Please be advised that there are no toilet facilities in the Arboretum except when the Knippenberg Center for Education is open (Tuesdays through Sundays, April through October, 12 noon to 4 pm, weather permitting.)
- Applicant is responsible for cleanup and removal of trash, and for restoring the space to its original condition before leaving. Failure to do so will jeopardize the security deposit and future use.
- Grilling is not allowed in the Arboretum.
- Smoking, alcoholic beverages, illegal drugs, ball playing, Frisbees, swimming, wading, fishing and skating are prohibited in the Arboretum. Please see Rules and Regulations for the Arboretum at <http://www.laurelwoodarboretum.org/rules-and-regulations/>
- Dogs must be leashed at all times and kept on trails and roadways per Township Ordinance. Dog waste must be picked up and carried out of the park.
- FRIENDS OF LAURELWOOD ARBORETUM is not to be considered the sponsor, host, or endorser or in any other way associated with any group or organization using the Arboretum. All publicity about the Event which uses the name of the Arboretum must include the statement “Sponsored by [Applicant’s organization].”

**These policies conform to Section 129-20 of the Code of the Township of Wayne and will be enforced by the Wayne Police Department.**

**Security surveillance cameras are in place throughout the Arboretum to ensure compliance with these policies**

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