

DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M-E-M-O-R-A-N-D-U-M

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TO: Dr. Gerald Benaquista

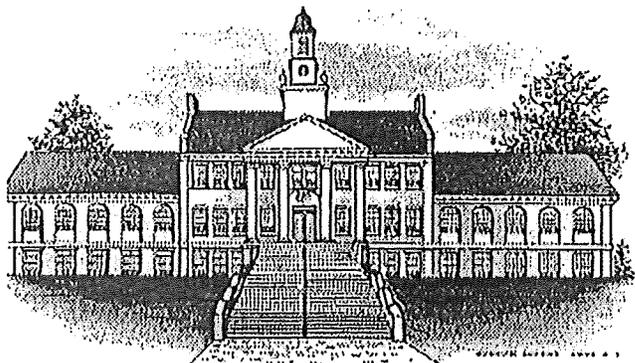
C: Marissa McKenzie, Dr. Jose Rodriguez, Yolanda Koon, Kim Conti, Bernadette Watson, Diane Cappiello

FROM: Joseph Seugling 

RE: Board Agenda

DATE: 2026-02-17

Approve the Township of Union Recreation Department Picnic Area Application and Hold Harmless Agreement for the purpose of reserving Rabkin Park for the Special Services picnic scheduled for May 14th, 2026, with a rain date of May 19th, 2026.



Township of Union  
IN THE COUNTY OF UNION  
RECREATION DEPARTMENT  
1120 Commerce Ave  
Union, New Jersey 07083  
(908)686-4200  
[www.uniontownship.com/147/recreation](http://www.uniontownship.com/147/recreation)

Robert Cowper  
Superintendent of Recreation  
Manuel Figueiredo  
Commissioner

### PICNIC AREA APPLICATION

In order to process your request for the use of the facilities, we will need the following information:

NAME OF APPLICANT: Please Print Joseph Seugling

ADDRESS: 2369 Morris Avenue (Proof of Residency Required)

HOME/CELL NUMBER: 908 851 6536 EMAIL: jseugling@twpunionschools.org

NAME OF ORG: Township of Union Board of Education

ADDRESS: 2369 Morris Avenue, Union, NJ 07083

FACILITY REQUESTED: Rabkin Park Date of Event: May 14th, 2026, rain date May 19th

- **ALL** permit holders must sign a Hold Harmless Agreement.
- Permits for groups over 50 people **MUST** furnish to the Recreation Office a Certificate of Insurance in the amount of a \$500,000.00 General Liability Insurance policy naming the Township of Union, 1976 Morris Avenue, Union, NJ 07083 as additionally insured.
- Any additional amusements (bounce house, laser tag, DJ, etc.) that will be featured at the permitted space **MUST** furnish to the Recreation Office BOTH a Certificate of Insurance in the amount of a \$500,000.00 General Liability Insurance policy naming the Township of Union, 1976 Morris Avenue, Union, NJ 07083 as additionally insured as well as a signed Hold Harmless Agreement RES. #86-78, adopted 4/8/1986
- Applications are to be made in writing, not before January 1<sup>st</sup> of that year.

A \$20.00 cash deposit is required for the rest room keys. Money will be refunded upon receipt of the keys after your scheduled picnic.

APPROXIMATE # OF ADULTS 125 APPROXIMATE NUMBER OF CHILDREN (under 18) 250

No littering of the grounds will be permitted; all refuse is to be placed in the receptacle furnished for that purpose. Refuse bags with ties are to be deposited in the proper designated area. You must supply your own garbage bags, paper products and electric extension cords.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ALCOHOLIC BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, AND THE COMMITTING OF ANY ILLEGAL ACTS ARE PROHIBITED.

FAILURE TO COMPLY WITH RULES, REGULATIONS, ORDINANCES, AND INSURANCE WILL REVOKE THE ISSUED PERMIT.

THIS FORM MUST BE RETURNED TO THIS OFFICE NO LATER THAN 5 BUSINESS DAYS AFTER RECEIPT. IF IT IS NOT RETURNED, THE DATE, PICNIC, AND TIME WILL BE MADE AVAILABLE TO THE PUBLIC. PERMITS WILL NOT BE PROCESSED UNTIL WE RECEIVE A CERTIFICATE OF INSURANCE (if applicable).

