

**MENDHAM TOWNSHIP RECREATION
FACILITY USE RULES 2017**

- All Spring Requests must be received by February 15th; Summer Requests April 15th, Fall Requests June 15th. Special one-time usage requests must be received at least 4 weeks prior to usage. Requests may be subject to Recreation Commission review.
- Before a permit will be issued each applicant organization shall submit to the Township of Mendham an original Certificate of Liability Insurance citing the intended use of the park and the dates of use. The Township of Mendham must be named as an additional insured for the event on the Certificate. The Township of Mendham must receive the Certificate no later than (60) days prior to the first day of the reserved use of the park or requests will not be considered. The Certificate must detail the nature, extent and limits of the insurance coverage obtained by the applicant.
- Priority will be given to the traditional season for each program making the request.
- **Priority field use is given to the following Mendham-Based Organizations: Mendham Recreation, Mendham Boy/Girl Scouts, Mendham Little League/Girls' Softball, Mendham/Chester Girls Lacrosse, West Morris Soccer, Cheshire Soccer, Mendham Magic, Mendham Maverick Softball, & Mendham Chester Men's Softball.**

Facility Use Permits requested by Mendham based Sports Organization - the applicant is required to furnish, at the time of application, a complete list of the names, email & home addresses, and telephone numbers of all officers of the organization. **Facility Use Permits requested by a Mendham based Adult Athletic team**- the applicant is required to furnish, at the time of application, email and contact information of its lead organizers and a complete roster of the names, home addresses and telephone numbers of each member of team prior to the start of their season.

- **Any Non-Mendham based organization** or group requesting use of Township owned facilities to provide Recreation based services to the residents, will be charged a participant fee of **\$10.00 per person registered for the program and must provide the Recreation Director with a complete list of organizational leaders with email and cell contact info and a roster of the names, home addresses and telephone numbers of each participant in the program due two weeks prior to season start. Non-Mendham based organizations requesting the use of any ball field will be responsible for all grooming/raking needs outside of grass cutting which is performed by our DPW. All communication regarding the use of facilities is to go through the Recreation Director.**
- Each group will receive written approval from the Recreation Department by way of a PERMIT. Use of the facility cannot begin without approval.
- All Mendham based Youth Sports Organization coaches are required to complete the Rutgers Safety Training Course.
- All facilities must be used in a responsible and safe manner. All parking regulations and signs (if posted) must be obeyed. All garbage and refuse must be disposed of properly.
- **FIELDS CANNOT BE GROOMED WITHOUT SCHEDULES. A copy of all practice and game schedules must be submitted to the Recreation Director at least 2 weeks prior to the season**

start. All game schedule changes must be turned in at least 1 WEEK IN ADVANCE to ensure fields are groomed. This application will not be considered complete until the Township of Mendham receives all required fees and or required documents.

DETERMINATION OF FIELD USE DURING INCLIMATE WEATHER CONDITIONS

- Fields are not playable if there is standing water on the infield or grassy playing area, or if extremely muddy or wet conditions exist on playing areas.
- A Township employee or agent will determine if fields are playable Mon - Fri by 3:00pm., and will communicate that decision to the appropriate person for that program. The program is responsible for communicating the Recreation Department's decision to the people scheduled to use the facility.
- A league official will determine field usage on Saturday/Sunday. This agent must act in good faith, based on the above criteria.
- An agent appointed by the group will determine field usage if weather causes a problem just before the game. This agent must act in good faith, based on the above criteria.
- **RALSTON:** gates will be open Monday- Friday, if any of the fields are playable, in which case there will be signs posted on each individual field if some are closed. The last coach/person responsible at the field **MUST CLOSE AND LOCK THE GATE.**
- Please report any damage to our fields to the Recreation Director immediately, whether it was done by you or not. We will assume the last group scheduled at the facility caused the damage unless reported otherwise.

RULE INFRACTION PENALTIES

- If any group plays on a field, which had previously been determined not playable or closed, the host organization forfeits their permit for field usage for a period of one week. On second offense, they forfeit the permit for the season.
- If any damage occurs to the facility as a direct result of improper facility usage, or misuse, the group using the facility will be responsible for any and all damages including expenses to fix such damage.
- If any unsafe condition is found on or around the facility, it should be reported to the Recreation Director or Department of Public Works immediately. **DO NOT PLAY ON AN UNSAFE FACILITY.**

THIS IS NOT A SCHOOL REQUEST FORM. REQUEST TO USE SCHOOL PROPERTIES MUST BE DONE THROUGH THE BOARD OF EDUCATION. YOUR GROUP MUST APPLY FOR USE OF SCHOOL FACILITIES DIRECTLY WITH THE BOARD OF EDUCATION.

Please see below for Facility Use Request Form

**TOWNSHIP OF MENDHAM- RECREATION COMMISSION
FACILITY REQUEST FORM 2017**

PLEASE PRINT

GROUP OR ORGANIZATION:

Name: _____

Address: _____

Phone: Day _____ Evening _____

E-Mail: _____

Cell #: _____

Person(S) Responsible:

Name: _____

Address: _____

Phone: Day _____ Evening _____

E-Mail: _____

Cell #: _____

CURRENT INSURANCE CO. (CERTIFICATE OF LIABILITY): _____

EVENT: _____

SPECIFIC DATES & START & END TIMES REQUESTED:

FACILITY REQUESTED:

Ralston: Baseball: _____ Upper All purpose _____ Lower All Purpose _____

Wysong: Baseball: _____ Soccer: _____

India Brook: _____

Mosley: _____

Mt. Pleasant : Baseball/Softball: _____

Brookside: Baseball /Softball: Upper _____ Lower _____

Brookside: Multipurpose: _____

Meadowood Park: _____

APPROXIMATE # OF PARTICIPANTS: _____ TOWNSHIP %: _____

AGE RANGE OF PARTICIPANTS: _____ FEE CHARGED: _____

IS THIS TEAM OR CAMP FOR SELECT PLAYERS? _____

ALL OFFICIALS/COACHES/TRAINERS/COUNSELORS:

Rutgers Cert: Yes _____ No _____

Background Check Completed: Yes _____ No _____

Fingerprinted: Yes _____ No _____

Non-Profit: _____ For Profit: _____

FOR PERMIT TO BE DISTRIBUTED

YOUR GAME SCHEDULES MUST BE SUBMITTED TO RECREATION@MENDHAMTOWNSHIP.ORG AT LEAST 2 WEEKS PRIOR TO SEASON START TO ENSURE PROPER GROOMING.

On behalf of the organization listed above, we agree to abide by the Mendham Township rules and regulations.

I have read the Facility Use Rules and Regulations and applicable policies, responsibilities and guidelines of the Township of Mendham governing the use of park facilities, and I hereby agree to abide by and enforce them. I further agree to be responsible for any damages arising from the use of these facilities by my organization.

Signature: _____

Date: _____

APPROVED: _____

RECREATION DIRECTOR

DATE