

**TOWNSHIP OF MORRIS
DEPARTMENT OF PARKS & RECREATION**

Park & Recreation Facility Use Permits

Application Instructions - 2017

Organizations, groups, and individuals seeking to reserve a Township of Morris park or recreation facility must complete and sign an application for a **2017 Parks & Recreation Facility Use Permit** and return it to the Township of Morris, Department of Parks and Recreation. Parks & Recreation Facility Use applications and instructions are available on the Township of Morris Website, Parks and Recreation page- www.morristwp.com.

If you have requests for multiple fields, you may return the signed application with an official letter on your organization stationary listing the fields, dates, and times requested. Please apply only for facilities you plan to use on a regular basis. Applicants for 2017 Spring and Summer athletic field and court permits should return their applications no later than **Friday, January 20, 2017**. The signed, **original** application must be returned to the Township of Morris, Department of Parks and Recreation 50 Woodland Avenue, Convent Station, NJ 07961-7603.

Group, organization, or team applicants for a Parks & Recreation Facility Use Permit must present evidence of liability insurance protection a minimum of sixty days prior to the permit start date. The coverage shall be in the minimum amount of \$1,000,000, combined single limit. The **required Certificate of Insurance** must specifically name the **Township of Morris as both the “Certificate Holder”** and as an **“Additional Insured”** for the activity. Although you may present a hard copy certificate, the Township on Morris requires each organization to have their insurance broker enter their insurance information electronically in the Township’s Risk Toolbox program. Insurance renewal emails are sent to League Contacts with a specific website link to enter the insurance information. Please contact the Department directly if you have any questions about this procedure.

Organizations using private or non-profit service contractors for coaching, training, camp, or clinician services must have that organization provide both General Liability and Workers Compensation insurance information. They will also be required to enter their insurance information electronically. These organizations are also required to complete and return the Township’s Hold Harmless statement.

If the applicant will be bringing vehicles onto the Township’s property (other than a designated parking lot) the applicant must also provide a Certificate of Insurance indicating coverage for **Automobile Liability Insurance** for “Owned, Hired, and Non-Owned” vehicles.

At the time of application, applicants must file a roster of organization officials with full address and telephone contact information. Applicants requesting permission to use Township athletic fields **for adult sports activities and for individual youth sports teams** must provide a roster of home team players with full address and telephone information.

For **Special Event** uses of Morris Township parks, the Township reserves the right to require that an applicant provide, at its own expense, security personnel, sanitation equipment and facilities, or other necessary services to guarantee the public health and welfare. Also, organizations presenting applications for the use of a Township Park or recreation facility for a special event or an exhibition should be prepared to present- 1) a **Site Plan** for the event, 2) a **Traffic and Parking Control Plan** to be approved by the Morris Township Police Department, and 3) a written **Emergency Plan** of safety and security procedures for participants and spectators ([*Emergency Plan Guidelines*](#) are available from the Parks & Recreation Department).

Please note that the Department of Parks and Recreation **prohibits the driving or parking of vehicles** on Township parklands outside of designated parking areas.

Facilities may be closed periodically for required seasonal maintenance. We shall provide 48 hours advance notice of closings whenever possible. Most outdoor athletic facilities will not open for active use in 2017 until **April 1, 2017**, weather permitting.

The applicant must agree that while using Township facilities for practices, games, tournaments, and events that it will comply with the requirements of the American with Disabilities Act. If you have questions regarding program access requirements, please call Bill Foelsch at the Parks & Recreation Dept. office.

Youth sports organizations and teams requesting permission to reserve Morris Township athletic facilities must present evidence that all coaches have completed a minimum three-hour coaches safety training program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.).

The Township of Morris Department of Parks and Recreation requires that all coaches, trainers, and clinicians working with children on our athletic fields and court areas have completed a Concussion Awareness training program. Each league or program shall certify that its officials and volunteer coaches and paid trainers have completed the U.S. Center for Disease Control’s free on-line “Heads-Up: Concussion in Youth Sports” training and awareness program (or equivalent program approved by the Parks & Recreation Department) by submitting a list of coaches and trainers affiliated with the league or team and the date of completion of the training.

It is the responsibility of the official representative of the organization holding the permit to insure that all individuals in the group are aware of Morris Township’s Park Rules and Regulations. Employees of the Township of Morris and the Morris Township Police Department will strictly enforce all Park Rules and Regulations. A copy of the Township’s Facility Use Permit should remain in the possession of an official group representative or a league head coach when the group is using Township parks and recreation facilities.

Morris Township based organizations and groups serving resident youth will receive priority in permitting. Reservation of facilities to organizations from outside of the Township of Morris shall be at the discretion of the Department of Parks and Recreation.

All applications must be signed or they will not be accepted.

Athletic Field and Park and Recreation Facility Fees – 2017

	<u>Morris Township Based Organizations</u>	<u>Organizations from outside the Township of Morris</u>
Single Day Use (up to 3 hours for a single field)	\$ 60.00	\$ 100.00
Seasonal Use (per day reserved - up 13 days in a continuous 90-day period per field)	\$ 300.00	\$ 500.00

Industrial, commercial, retail and not-for-profit applicants may be required to post a **Security Fee** in the following amounts:

1 to 100 participants per day	\$ 100.00
101 to 250 participants per day	\$ 200.00
251 to 500 participants per day	\$ 300.00
501 to 1000 participants per day	\$ 500.00
1001 plus participants per day	\$ 1,000.00

Fees may be **reduced or waived** for bonafide Not-For-Profit organizations and charities, or for commercial businesses donating all net proceeds to charity.

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Individual Morris Township residents seeking a one-day Facility Use Permit for a Morris Township park or recreation facility for family use should contact the Department of Parks and Recreation for special permit information. Single Day-Single Facility Reservation permits for Township Residents cost \$25.00.

Revised November 28, 2016.

**TOWNSHIP OF MORRIS
DEPARTMENT OF PARKS & RECREATION
50 WOODLAND AVENUE, P.O. BOX 7603
CONVENT STATION, NJ 07961-7603
973-326-7371**

**2017 APPLICATION FOR PARKS & RECREATION
FACILITY USE PERMIT**

DATE OF APPLICATION: _____

ORGANIZATION: _____

BUSINESS ADDRESS: _____

NAME OF GROUP REPRESENTATIVE: _____

TITLE OR AFFILIATION: _____

HOME ADDRESS: _____

HOME TEL: _____ WORK TEL: _____ CELL TEL: _____

FAX: _____ E-MAIL: _____

SECOND PERSON IN CHARGE: _____ TITLE: _____

HOME TEL: _____ WORK TEL: _____ CELL TEL: _____

FAX: _____ E-MAIL: _____

PARK(S) REQUESTED: _____

AREA(S) OR FACILITY REQUESTED: _____

AGES OF PARTICIPANTS: _____ PURPOSE FOR WHICH THE FACILITY

IS REQUESTED: _____

NUMBER OF PARTICIPANTS & SPECTATORS EACH DAY: _____

DATES REQUESTED: *(Please detail or attach list of days and times):*

DAY(S)	DATES(S)	TIMES	
		FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FEES TO BE CHARGED BY ORGANIZATION REQUESTING PERMIT: (Please detail)

Individual Registration Fees _____ Exhibitor Fees _____

Parking Fees _____ Team Fees _____ Vendor Fees _____

If net proceeds of event are being donated, please list charity or beneficiary _____

LIST FOR-PROFIT & NON-PROFIT VENDORS TO BE ON SITE:

(*All Food handlers must have a Board of Health permit)

RULES & REGULATIONS:

The named representative of this organization shall be the person responsible for enforcing the Rules and Regulations for park facilities of the Township of Morris. **The representative shall also be responsible for enforcing any Special Conditions issued under the Facility Use Permit. He/she shall be personally responsible for making all necessary arrangements with the Township of Morris, and shall certify same by signing this application. Failure to abide by the Park Rules and Regulations, Special Park Policies, and any Special Conditions of the permit can result in immediate loss of permit privileges and event cancellation. Please note that the Head Coaches of approved sports leagues using Morris Township Parks and Facilities must have a copy of the Township’s permit approval letter in their possession.**

Rules Regarding Use of Parks and Recreation Facilities in the Township of Morris:

- 1) Activities must be recreational, educational, cultural, or for civic purposes.
- 2) Use of fields and facilities will be withheld for events not related to general public welfare and to any organization not specifically organized in the best interests of the residents of Morris Township.
- 3) A responsible person must be present to supervise the activity during the entire time the field or facility is in use and shall possess a copy of the facility use permit.
- 4) POSSESSION AND/OR DRINKING OF ALCOHOLIC BEVERAGES, BEER, OR WINE ON ALL MUNICIPAL PARKS AND RECREATION AREAS AND FACILITIES IS STRICTLY FORBIDDEN.
- 5) Any person, persons, team, or organization causing damage to any field or facility will lose the privilege of the use of the field.
- 6) A CERTIFICATE OF INSURANCE MUST BE PROVIDED NAMING THE TOWNSHIP OF MORRIS AS AN ADDITIONAL INSURED- \$1,000,000 Combined Single Limit.
- 7) Organizations with employees working at the park or recreation facility covered under this permit must provide proof of Workers Compensation Insurance.

INSURANCE & OTHER REQUIREMENTS:

Group, organization or team applicants for a Parks & Recreation Facility Use Permit must present evidence of liability insurance protection a minimum of sixty days prior to the permit start date. The coverage shall be in the minimum amount of \$1,000,000, combined single limit. The **required Certificate of Insurance** must specifically name the **Township of Morris as both the “Certificate Holder”** and as an **“Additional Insured”** for the activity. Electronic filing of this Certificate may be required.

If the applicant will be bringing vehicles onto the Township’s property (other than a designated parking lot) the applicant must also provide a Certificate of Insurance indicating coverage for **Automobile Liability Insurance** for “Owned, Hired, and Non-Owned” vehicles.

If the applicant will be using or assigning paid employees to attend, supervise, instruct, or lead the activity at the facility it is applying to reserve, then the applicant shall also provide proof of **Workers Compensation Insurance** being in effect for the period of the reserved use. This includes all contract employees.

All applicants are required to furnish, at the time of application, a complete list of the names, home addresses, and telephone numbers of all officers of the organization. If a **Park & Recreation Facility Use Permit** is requested for adult athletic team play, the organization must also supply at the time of application, a complete roster of the names, home addresses, and telephone numbers of each member of the applicant’s team. Overall participant rosters may be requested from organizations sponsoring youth athletic programs.

This application will not be considered complete, and final approval will not be issued, until the Township of Morris receives all required fees, a current (non-expired) Certificate of Insurance, and all required documents. In addition to any General Use Fees and Special Use Fees, the applicant may also be required to post a Security Fee at least fourteen (14) days prior to the first day of the reserved use of the park. The Township of Morris reserves the right to require the applicant provide, at its own expense, security personnel, sanitation equipment and facilities, or other services necessary to guarantee the public health and welfare.

CERTIFICATION (required) – **Application must be signed or it will not be accepted.**

I have read the Rules and Regulations and applicable special park policies, responsibilities, and guidelines of the Township of Morris governing the use of park and recreation facilities. I hereby agree to abide by and enforce them. I further agree to protect, indemnify, and hold harmless the Township of Morris from and against any and all losses, claims, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations including any such claims for damage, loss, or expense resulting in bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property, including the loss of the use resulting therefrom, and which is caused in whole or in part by any negligent or willful act or omission by the applicant.

I, as the official representative of the applicant, agree that while we use Township facilities for practices, games, tournaments, and events that we will comply with the American with Disabilities Act.

Signature of the applicant on this application binds the applicant and the organization to abide by the rules set forth in this application.

SIGNATURE OF REPRESENTATIVE

DATE

For Township Use Only

Date Approved _____ Fees Assessed _____

Fees Received _____ C of I _____

Special Conditions _____