

MORRIS TOWNSHIP
PARKS & RECREATION
2023 ATHLETIC FIELD & COURT
SCHEDULING GUIDE



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Morris Township Department of Parks & Recreation
Athletic Field Policies and Procedures

1.0 PURPOSE

To manage Morris Township Athletic Fields in a manner to assure equitable distribution, achieve maximum use of facilities by the public, and when necessary, to protect the fields from damage by weather conditions and overuse.

2.0 DEFINITIONS

Unless clearly inconsistent with the context in which used, the following definitions will apply:

- A. **Adult** means participants 18 years of age and over.
- B. **Association** means the organization or business responsible for its member clubs(s) or team(s).
- C. **Athletic Field** means all types of athletic fields including, but not limited to; baseball, softball, soccer, football, lacrosse, rugby, etc.
- D. **Certificate of Insurance** is a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. More specifically, the document lists the effective date of the policy, the type of insurance coverage purchased, and the types and dollar amount of applicable liability.
- E. **Workman's Compensation Insurance** is insurance that covers medical and rehabilitation costs and lost wages for employees injured at work.
- F. **Township Parks and Recreation Staffed Programs** means classes, activities or event programmed, organized, facilitated, and staffed by employees, volunteers or contractors of Morris Township Parks & Recreation Department.
- G. **Commercial Groups** means groups that charge admission and/or participation fees and/or have as a purpose the generation of income for the host group or individuals(s).
- H. **Township-Based Team** is a team that carries a minimum of 75% of the participants that are Morris Township participants.
- I. **Historical Use** means organizations who have scheduled athletic fields during the most recent season(s).
- J. **Maintenance Staff** means Morris Township Parks Maintenance and Operations staff.
- K. **Non- Commercial Group** means non- profit groups.
- L. **Youth** means participants 17 years of age and under.

3.0 GENERAL RULES AND REGULATIONS

- 3.1 Morris Township is responsible for overall scheduling and maintaining the fields. Local not-for-profit recreational youth athletics organizations may be provided with blocks of time on Township facilities to schedule practices and games for their respective leagues.
- 3.2 All alcoholic beverages and illegal substances are prohibited on town properties.
- 3.3 Teams may not use athletic fields unless pre- scheduled by the Township or by their respective league holding a permit for use of that facility.

- 3.4 Reservation of the synthetic turf facilities at Cornine Field shall be administered per the Department's **Cornine Field Use Guidelines** available by request from the Department of Parks & Recreation. Cornie Field is not available for adult or private sports programming
- 3.5 Field Closure Information
- 3.5.1 During periods of inclement weather, Morris Township maintains the right to close the Athletic Fields as determined by the maintenance staff, the Director of Parks & Recreation, the Assistant Superintendent of Parks, or the Recreation Supervisor. Closures may also result from poor playing conditions which could cause hazardous conditions for the public and/or excessive repair work to bring the field back to playable conditions.
 - 3.5.2 E-mail Notifications on Field Conditions are sent to league officials by request using contact form provided with the application.
 - 3.5.3 Any team or organization that plays on a field that has been officially closed may forfeit current reserved field times.
- 3.6 Group representative(s) are required to have a copy of their approved field usage permit on hand to avoid any conflicts. The field use permit shall be a final document issued to the organization.
- 3.7 Certificate of Insurance: Renters must submit a Certificate of Insurance and Endorsement form naming Morris Township as an "Additional Insured" thirty (30) business days before scheduled field use. General liability limits must be at least \$1,000,000 Liability. Failure to provide acceptable insurance coverage will result in denial or termination of permit. Organizations using private training or coaches at practices or games on Township fields must submit proof of Workers Compensation Insurance coverage for the organization's employees.
- 3.8 Parking: All participants park at their own risk. The Township is not responsible for theft or damage to vehicles. All vehicles must use designated parking spots.
- 3.9 Pets are not allowed on the Athletic Field at any time.
- 3.10 Field/Area permit holder is responsible for cleanup of any litter, water bottles, etc. Recyclable materials must be placed in recycling containers. Forfeiture of field time or additional fees may result from fields being left in unsatisfactory condition.
- 3.11 Disputes arising from implementation of these policies and procedures shall be appealed in writing to the Director of Parks & Recreation.

4.0 GUIDELINES FOR ALLOCATION OF FIELDS

- 4.1 Field Use Requests: To assure proper scheduling, all requests for field use and/or changes must be submitted on proper forms. Field Use request(s) can be found in this manual, on our website at <http://www.morristwp.com/129/Parks-and-Recreation>, and at our office on 50 Woodland Ave, Morris Township, NJ.
- 4.2 Field Use Request forms for leagues; tournaments and sports camps must be submitted no later than 30 days prior to requested dates or season of use.
- 4.3 Organization Contacts:
- 4.3.1 Each user group shall name one contact person for communication and coordination purposes. Only that designated representative will be informed with official permit agreements and notifications.
- 4.4 Allocation Priorities: Morris Township gives priority to organizations based on specific classifications of users. Section 4.4.1 outlines the order of priority for field/court distribution.
- 4.4.1 Allocations:

- A. Morris Township Parks & Recreation Department programs and sanctioned Township youth and adult general recreation sports and activities
 - B. Morris School District sports and activity programs held prior to **5:30 PM** on weekdays during the school year
 - C. Not-for-Profit athletic organizations that provide recreational youth sport activities with primary organized participation from residents of Morris Township, Morristown, and Morris Plains
 - D. Youth athletic teams comprised of 75% or more residents from within the Morris School District
 - E. Morris Township based businesses and official organizations
 - F. Recreational In-Season or Post-Season Youth Sports Tournaments
 - G. Morris Township based non-profit and charitable organizations
 - H. Morris County based non-profit and charitable organizations
 - I. Private, for profit organizations and businesses including sports camps, private athletic clubs, and travel teams
- 4.5 If two groups are equal, historical identified needs or use will be used as factor when determining priority.
- 4.6 Unless lighted, all play must end 15 minutes after sunset (dusk). Play on lighted fields and courts must end by 10:00 PM.
- 4.7 Youth athletics organizations must comply with requirements for coach's safety training, concussion awareness education, and criminal history background checks. Proof of coaches training and background checks must be submitted to the Department of Parks and Recreation.

5.0 FEES AND CHARGES

- 5.1 Fees and charges for use of Township facilities are set by ordinance.
- 5.2 Fee waivers may be available to organizations qualifying under section 4.4.1.B, 4.4.1.C, 4.4.1.D, and 4.4.1.G.
- 5.3 Payment Due Date: All field use fees are due, in full, thirty (30) business days prior to the start of scheduled field use unless otherwise negotiated with the Department.
- 5.4 Cancellation Fees
- 5.3.1 Less than 30 days' notice will result in a 50% refund
 - 5.3.2 Less than 20 days' notice will result in a 25% refund
 - 5.3.3 Less than 10 days' notice will result in a 0% refund
- 5.5 Fees may be waived for the following.
- 5.3.1 Morris School District programs
 - 5.3.2 Not- For- Profit agencies
 - 5.3.3 Charities
 - 5.3.4 Commercial businesses donating all proceeds to charity
 - 5.3.5 Local youth teams with 75% or more participants from Morris Township
 - 5.3.6 Private schools in exchange for services or facilities

6.0 MAINTENANCE GUIDELINES

- 6.1 Field Closures: Morris Township Parks and Recreation Staff will have final say on field playability and safety on Township Athletic Fields following inclement weather, maintenance work or any emergencies that may occur.
- 6.2 Town-owned equipment is not to be removed from or relocated on any Athletic Field.
- 6.3 Organizations are responsible to ensure the facility is clean after each use, including dugouts, fields, spectator bleachers, and surrounding areas.
- 6.4 Vehicles are not allowed on Township Athletic Fields, or adjacent pathways, except by approval from the Department of Parks and Recreation Department.

7.0 TOWNSHIP RESPONSIBILITIES

- 7.1 It is the responsibility of the Parks and Recreation Staff to administer policies and procedures in a fair manner.
- 7.2 It is the responsibility of the Morris Township Parks and Recreation Department to update the Field Closure line as needed.
- 7.3 It is the responsibility of the Morris Township Parks & Recreation Department to maintain all facilities for safe and enjoyable recreational play.

8.0 2023 ATHLETIC FIELD RENTAL FEES

Athletic Field and Park and Recreation Facility Fees – 2023

	<u>Morris Township Based Organization</u>	<u>Organization Outside the Township of Morris</u>
Single Day Use (up to 3 hours)	\$ 60.00	\$ 100.00
Seasonal Use (per day reserved - up 13 days in a continuous 90-day period)	\$ 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

9.0 MORRIS TOWNSHIP PARKS RESERVABLE ATHLETIC FIELDS & COURTS 2023 INVENTORY

PARKS	ADDRESS	TYPES OF FIELDS
Henry T. Blekicki Memorial Park	Convent Train Station 7 Convent Road	1 Multi-Purpose Field (Small)
Butterworth Park	35 Lynnfield Drive	2 Baseball/Softball Fields 1 Multi-Purpose Field
Marge Goryeb Children’s Playground	12 Kahdena Road	1 Basketball Court
Collinsville Playground	18 Monroe Street	2 Basketball Courts 1 Tennis Court 1 Sand Volleyball Court
Lou Cornine Field	1 Inamere Road	1 Turf Multi-Purpose Field 1 Turf Practice Softball/ Baseball Zone
Frelinghuysen Park	65 Columbia Road	1 Senior Baseball Field 1 Baseball/Softball Field
Ginty Recreation Complex	45 Woodland Avenue	3 Youth Baseball Fields 2 Tennis Courts

		1 Grass Volleyball Court
Freelan Green Field	19 Weathervane Drive	1 Youth Baseball/Softball Field (Capt. Brian McNally Field) 1 Multi-Purpose Field 1 Basketball Court
Edward Hayward Park	130 Western Avenue	2 Bocce Courts Two - 1/2 Basketball Courts
Jean Street Field	End of Jean Street	1 Multi-Purpose Field
Ketch Road Field	77 Ketch Road	1 Multi-Purpose Field
Kiwanis Field	144 Lake Valley Road	1 Youth Baseball/Softball Field
Lake Road Field	59 Lake Valley Road	1 Youth Baseball/Softball Field 1 Multi-Purpose Field
Robert G. LaRue Field	149 Lake Road	1 Youth Baseball Field
H. Elmer Saunders Park	52 Rolling Hill Drive	1 Baseball/Softball Field 1 Multi-Purpose Field 1 Basketball Court
Streeter Recreation Complex (adj. Cornine Field)	1 Inamere Road	1 Multi-Purpose Field 4 Tennis Courts
Tucker Field	38 Monroe Street	1 Youth Baseball Field
Veteran's Park	1 Jane Way	1 Softball Field