

## BYRAM TOWNSHIP PARKS AND RECREATION DEPARTMENT

10 Mansfield Drive

Stanhope, New Jersey 07874

Phone: 973-347-2500 Ext. 160

Fax: 973-347-0502

---

### Application Information for Use of Park Facilities

Revised 5/15/2013

1. All applications for permits must be submitted in writing at least *30 days* prior to the desired date of use. Team rosters and coaches lists may be amended until a week prior to the use of the facility. The organization submitting the application is responsible to submit any additions or changes.
2. A security deposit of \$300.00 payable to Byram Township Parks and Recreation Department must be submitted with the application.
3. The applicant must designate one (1) individual member on the application and facility use permit that will be solely responsible for the group or organization. This individual must be involved and available from the start of the application process to the end.
4. Each application must be accompanied by a Certificate of General Liability Insurance in the amount of a minimum of \$1,000,000 per occurrence and proof of Property Damage Insurance at a minimum of \$100,000. Your insurance policy must show the township as **additionally insured**. Each applicant will assume liability and hold harmless the Township of Byram and its representatives in the event of accident, injury or death.
5. Each applicant will be solely responsible for any damage to or misuse of the facility for which they applied other than normal wear from proper use of the facility. Any damage resulting from abnormal use of the permitted facility will be the sole responsibility of the applicant. The applicant will bear all costs associated with cleanup, repair to and/or replacement of damaged property. Fines may be assessed for each incident that the applicant has unauthorized use of a facility.
6. Each applicant will be responsible for the actions of their members, guests and participants using the permitted facilities. Abuse of the permit shall constitute grounds for termination of the user permit and may also result in a refusal of any future permit renewal.
7. All applicants permitted the use of Byram Township property and its facilities must have adult supervision at all times.
8. Each applicant and its organization are permitted to use only the property and facilities for which the permit was issued by the Byram Parks and Recreation Department. **No organization shall be allowed use of the facility until a signed Certificate of Approval issued by the Parks and Recreation Department has been received by the organization.**
9. The Parks and Recreation Department must be notified in advance of any permit cancellation or changes.

BYRAM TOWNSHIP PARKS AND RECREATION DEPARTMENT  
**Policies and Procedures for Use of Facilities and Fields**

---

These rules have been formulated to clarify the procedures to be followed. It is the responsibility of any person, group or organization requesting the use of all Township buildings, fields and parks to be aware of and comply with these rules.

1. Programs sponsored by the Township Parks and Recreation Department followed by in-town programs will have priority of use all facilities.. No permits for the use of buildings and fields shall be granted to any outside group until such time as the Byram Township activity calendar has been established and approved. Use of any and all property and facilities must be coordinated through the Parks and Recreation Department.
  
2. Applicant agrees to adhere to, enforce, and be responsible for violations of the following:
  - a. Byram Township Ordinance #182-11 prohibits smoking at all township recreation facilities. This does not include adjacent public parking areas.
  - b. Byram Township Ordinance # 182-4 prohibits the presence and use of all alcoholic beverages at all township recreation facilities.
  - c. Byram Township Ordinance #87-13 prohibits any dog from running loose in any public park or recreation facility. Dogs must be confined and controlled on a leash by a person over the age of 12.
  - d. Vehicles must stay in designated parking areas.
  - e. **Cleats are not permitted in any township building.**
  - f. No barbeques or bonfires are permitted without prior authorization by Byram Township Fire Official and Byram Township Parks and Recreation Department.
  - g. In the event of an injury or medical emergency, call and provide written documentation to the Recreation Department within 48 hours to report the incident. Please see attached form.
  - h. Call 911 for assistance if an incident occurs which is beyond the ability of the applicant to control. Report this incident within 48 hours to the Recreation Department.
  - i. **Applicants are responsible for the cleanup of the facility after each event.**
  - j. Posters, banners and signs to be displayed during the event must be removed immediately after the event has taken place, unless the applicant has applied for signs following regulations incorporated in the Township Sign Resolution. Resolution 68-2007 is available upon request from the Municipal Clerk or Recreation Department offices.
  - k. There is no entry to or use of fields or facilities not listed on and approved by the permit.
  - l. Facility Cleanup. After each event, the following must be done:
    - 1) Make sure the stove and all electrical appliances are off. (kitchen)
    - 2) Clean the stove, hot dog grill, coffee maker, and other appliances, tables, counter tops and sink areas. (kitchen)
    - 3) Remove all trash from the facilities, including buildings, fields, courts, bleacher areas, dugouts, etc. and place the trash in the dumpster or trash barrels provided.

- 4) Sweep or vacuum the (indoor) facility used as needed.
  - 5) Shut off all lights.
  - 6) Lock all doors, windows and gates.
  - 7) After each event, guests and participants should patrol their assigned areas for litter.
3. Each organization using township facilities will provide an organization representative to act as site manager for each game, meet or match. The goal of the site manager will be to provide basic security and protection for all persons and property during the use of the facility. Responsibilities will include, but may not be limited to:
- a. Monitors participants and spectators during the use of the facilities
  - b. Monitors buildings and restrooms during use of facilities
  - c. Monitors fields and park areas during use of facilities
  - d. Encourages participants and spectators to put trash in receptacles
  - e. Responsible for leaving the facilities in the same order as found
  - f. Enforces rules and regulations before, during and after events particular to the facility
  - g. Enforces no food, beverages (other than water), chairs, or hard soled shoes or cleats in gymnasiums
  - h. Monitors parking lots to ensure participants are parked in designated parking areas

## **Violations and Penalties**

Any violation of or any failure to comply with any of the rules and regulations of this application thereof may be punished to include but not limited to suspension or denial of facility use, and penalties not to exceed \$250.00. Fines must be paid within one week of the infraction.

- a) Initial Infraction.....Fifty Dollars (\$50.00)
- b) Second Infraction.....One Hundred Dollars (\$100.00)
- c) Third Infraction.....One Hundred and Fifty Dollars (\$150.00)
- d) Future Infractions.....Two Hundred Fifty Dollars (\$250.00)

**Damages:** Any and all damages to the facilities, equipment, and township or Board of Education property while being used by the applicant, will be the responsibility of the applicant and payable in full to Byram Township or Byram Board of Education. Payment will include the cost of all labor, material and supplies to repair or replace the damage to facilities. Byram Township Parks and Recreation Department reserves the right to decline renting to groups or persons who have caused damage to Byram Township facilities in previous rentals.

Security Deposits are fully refunded with the following restrictions: If, in the opinion of the Department of Public Works there has been any damage or misuse of the township property, or if the facility was used for a purpose other than that specified on the permit, the responsible party or group will be assessed for the cost of the repair and cleanup (as determined by the Department of Public Works) and the loss of the use of any township facilities for one year from the date of the permitted use. If, in the opinion of the Recreation Department the organization has neglected to fulfill or abide by any obligations expected of a prudent applicant or renter, or any of the rules and regulations of this application, the applicant will be assessed the above penalties. The financial liability is not limited by the amount of the security deposit. Any violations of the Park regulations as enumerated will result in additional penalties as specified.

## Facility Cancellation Information

**In the event of inclement weather, use of municipal and school facilities may be restricted. Permission to use these facilities on questionable days must be received from the Byram Parks and Recreation Department or Department of Public Works. Failure to do so will result in fines as listed in the Violations and Penalties section of this application or forfeiture of facility use on future dates.** Facilities must be protected to so that they remain in good condition.

1. If a program is to be cancelled or a field closed on a given day, the Parks and Recreation Department Hotline number 973-347-2500 Ext. 444 will be updated at 4:00 pm. When fields are closed or programs cancelled emails will be sent to heads of programs for the current season.
2. No applicant, guest, or participant in the use of the facilities is permitted to alter, change or install permanent structures, signs, sheds or monuments without written permission from the Byram Township Parks and Recreation Department.
3. No applicant, guest, or participant in the use of the facilities may operate motorized vehicles (lawn mowers, riding tractors, ATVs, quads etc.) without written approval from the Byram Township Parks and Recreation Department.
4. Applicants, guests, or participants in the use of the facilities are not permitted to operate township or Board of Education equipment (mowers, field liners etc.)
5. Upon the arrival of applicants, guests or participants to the facilities, check the entire facility for extra debris or damage that may have occurred before your use of the facility. Report any problems to:
  - a. Byram Township Parks and Recreation Department at 973-347-2500 Ext. 160
  - b. Byram Township Department of Public Works at 973-347-2500 Ext. 137
  - c. Byram Township Police Department at 973-347-4008 if there is extensive damage or vandalism.
  - d. Board of Education Custodial Staff on duty

**BYRAM TOWNSHIP PARKS AND RECREATION DEPARTMENT**  
**Field and Facility Application**

Name of Applicant/Organization		Application Date
Address of Applicant		Phone Number
Person in Charge	Title	E-mail address

Please check below the facilities, dates and times requested.

<b><u>Fields/Facilities</u></b>	<b><u>Weekdays</u></b>	<b><u>Times</u></b>	<b><u>Weekends</u></b>	<b><u>Times</u></b>
C.O. Field House Meeting Room	_____	_____	_____	_____
C.O. Johnson Kitchen	_____	_____	_____	_____
C.O. Johnson Tennis Courts	_____	_____	_____	_____
C.O. Johnson Playing Field CO5	_____	_____	_____	_____
C.O. Johnson Playing Field CO6	-----	-----	-----	-----
C.O. Johnson Playing Field CO7	_____	_____	_____	_____
C.O. Johnson Playing Field CO8	_____	_____	_____	_____
C.O. Johnson Baseball Fields				
CO1 Little League	_____	_____	_____	_____
CO2 Little League	_____	_____	_____	_____
CO3 Senior League	_____	_____	_____	_____
CO4 Baseball/Softball	_____	_____	_____	_____
C.O. Johnson Basketball Court	_____	_____	_____	_____
C.O. Johnson Practice Area A	_____	_____	_____	_____
C. O. Johnson Practice Area B	_____	_____	_____	_____
C. O. Johnson Picnic Area	_____	_____	_____	_____
C. O. Johnson Skateboard Park	_____	_____	_____	_____
C. O. Johnson Bocce Courts	_____	_____	_____	_____
Stonehedge Park Playing Field	_____	_____	_____	_____
Stonehedge Park Practice Area	_____	_____	_____	_____
Municipal Building Tennis Courts	_____	_____	_____	_____
Neil Gylling Municipal Softball Fields				
Field NG1 (rock)	_____	_____	_____	_____
Field NG2 (stream)	_____	_____	_____	_____
Neil Gylling Picnic Area	_____	_____	_____	_____
School Facilities				
Field BIS1	_____	_____	_____	_____

Field BIS2	_____	_____	_____	_____
Field BIS3	_____	_____	_____	_____
Playing Field BIS4	_____	_____	_____	_____
Practice Area BIS	_____	_____	_____	_____
BIS Gymnasium	_____	_____	_____	_____
BIS All Purpose Room	_____	_____	_____	_____
Lakes School Gymnasium	_____	_____	_____	_____
Mountain Heights Park	_____	_____	_____	_____
Tamarack Park				
T1 (large field)	_____	_____	_____	_____
T2 (smaller field)	_____	_____	_____	_____

**Organization/Group/Individual (required information)**

Name of applicant/organization.....Yes\_\_ No\_\_

Security deposit of \$300.00.....Yes\_\_ No\_\_

Certificate of liability insurance.....Yes\_\_ No\_\_

List of key holders..... Yes \_\_ No\_\_

List of Officers including Safety Officer and site manager (s), with home and mobile telephone numbers and e-mail addresses and certifications..... Yes\_\_ No\_\_

\*List of all coaches with telephone numbers, e-mail addresses .....Yes\_\_ No\_\_

List of all registered participants, addresses and phone numbers.....Yes\_\_ No\_\_

Criminal History Background Checks (fingerprinting as outlined by Township Ordinance No. 19-2006) for all volunteers (includes coaches, officers, managers, concession stand coordinator, etc).....Yes\_\_ No\_\_

Rutgers SAFETY Clinic for all coaches.....Yes\_\_ No\_\_

\*All game schedules, times and fields .....Yes\_\_ No\_\_

\*All practice schedules, times and fields ..... Yes\_\_ No\_\_

League and/or organization by-laws.....Yes\_\_ No\_\_

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

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

\* These items are required one week prior to the start of the season. Do not hold up the application process for this information.

## Facility Inspection Report

To be performed pre and post season or use dates with an appointed representative from the organization renting the facility and a member of the Township DPW or Recreation Department

### Kitchen Checklist:

Appliances \_\_\_\_\_ Sink \_\_\_\_\_ Roll-up window \_\_\_\_\_ Counter Tops \_\_\_\_\_ Walls \_\_\_\_\_  
Floor \_\_\_\_\_ Cabinets \_\_\_\_\_ Floor \_\_\_\_\_ No extension cords allowed \_\_\_\_\_

Comments: \_\_\_\_\_

---

**Restrooms Checklist:** Men's' Room \_\_\_\_\_ OR Ladies Room \_\_\_\_\_  
Sink \_\_\_\_\_ Urinal \_\_\_\_\_ Toilets \_\_\_\_\_ Stall Doors \_\_\_\_\_  
Walls \_\_\_\_\_ Soap/ towel dispenser \_\_\_\_\_ Floor \_\_\_\_\_ Ceiling \_\_\_\_\_

Comments: \_\_\_\_\_

---

### Room Checklist:

Walls \_\_\_\_\_ Floor \_\_\_\_\_ Ceiling \_\_\_\_\_  
Windows \_\_\_\_\_

Comments: \_\_\_\_\_

---

### Maintenance:

Trash Removal \_\_\_\_\_ Sweeping \_\_\_\_\_ Cleaning \_\_\_\_\_ Needs Paint \_\_\_\_\_  
Water Leaks \_\_\_\_\_ Holes in Walls \_\_\_\_\_ Floor Tiles \_\_\_\_\_ Ceiling Tiles \_\_\_\_\_  
Paper Products and Soap \_\_\_\_\_

Comments: \_\_\_\_\_

---

I accept \_\_\_\_\_ I do not accept \_\_\_\_\_ the conditions of C.O. Johnson Field House.

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

Keys assigned to the applicant must be returned at the end of the rental agreement.

Key numbers assigned \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Parks and Recreation Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BYRAM TOWNSHIP PARKS AND RECREATION**  
**CERTIFICATE OF APPROVAL**  
**FOR TOWNSHIP FIELDS AND FACILITIES**

Once the application is complete and approved by the Director of Recreation, this signed Certificate of Approval will be returned to the applicant. The applicant and its organization are then permitted to use the property and facilities stated in the above application only. Any violation of/or any failure to comply with any of the rules and regulations of this application may result in fines as outlined under Violations and Penalties and/or the suspension or denial of facility use.

Name of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Nighttime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Facility/Field: \_\_\_\_\_ Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Facility/Field: \_\_\_\_\_ Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Facility/ Field: \_\_\_\_\_ Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Facility/Field: \_\_\_\_\_ Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

---

---

---

Authorized Signature: \_\_\_\_\_ , Director of Recreation