

Parks and Recreation Department Facilities Use Application



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Application Information for Use of Park Facilities

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 one 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. Applicant agrees to save and hold harmless the Township of Byram, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees ("indemnities"), from and against any and all liability arising out of an applicant's use of Township building(s), field(s), or property, whether such liability is direct or vicarious. Applicant further agrees to indemnify and hold harmless and "indemnities" for their own negligence, regardless of whether such negligence is responsible wholly or in part for the damages suffered. This provision shall be construed as broadly in favor of indemnification as permitted by New Jersey law.
5. **Prior to applicant's use of building(s), field(s), or property, applicant must provide a certificate of General Liability Insurance in the amount of a minimum of \$1,000,000 per occurrence \$2,000,000 per aggregate for bodily injury, property damage and personal injury, with the following wording: "Additional Insured on a Primary and Noncontributory Basis", and in the remarks list any Township Field that will be played on and the span of dates. Applicant must also provide proof of coverage for medical payments to participants for not less than \$100,000. Additional limits may be established as required by the Township's insurance carrier.**
6. 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.
7. 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.
8. All applicants permitted the use of Byram Township property, and its facilities must have adult supervision at all times.
9. 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. Facility

- use is limited to the times requested in the application process and authorized by the permit.
10. The Parks and Recreation Department must be notified in advance of any permit cancellation or changes. All changes must be approved by the Parks and Recreation Department.
 11. Applicants requesting to use board of education fields **must also complete the Byram Township Board of Education facilities use application**. Failure to complete the application will result in the applicant being denied access to the field(s).

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 as outlined in Chapter 182 of the Township Code.

1. 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 #87-12 prohibits any dog from running loose in any public park or recreation facility. Dogs must be confined and controlled on a leash.
 - 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.
 - g. Call 911 for assistance if an incident occurs which is beyond the ability of the applicant to control. 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. **Applicants are responsible for the cleanup of the facility after each event.**
 - i. 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.
 - j. There is no entry to or use of fields or facilities not listed on and approved by the permit.
 - k. 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.

2. 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

3. The Township's facilities are reserved for use by the Township Parks and Recreation Department followed by in-town programs who will have priority use of all facilities. Any access to facilities by an outside group will only be considered with a completed application meeting all of the Township requirements and with approval of the Township Council. Use of any and all property and facilities must be coordinated through the Parks and Recreation Department.

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 \$1,000.00. Fines must be paid within one week of the infraction.

- a) Initial Infraction.....Twenty-Five Dollars (\$25.00)
- b) Second Infraction.....Fifty Dollars (\$50.00)
- c) Third Infraction.....One Hundred Dollars (\$100.00)
- d) Future Infractions.....Minimum One Hundred Dollars (\$100.00),
Maximum penalty. For a violation of any provision of this Code or any other ordinance of the Township where no specific penalty is provided, unless otherwise provided by law, any person, firm, association, partnership or corporation so violating shall, upon conviction, be subject to one or more of the following: a fine not exceeding \$1,000, imprisonment in the county jail for a term not exceeding 90 days, or a period of community service not exceeding 90 days, all of the aforesaid, however, being in the discretion of the Judge or other officer having jurisdiction.

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 Byram Township 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 or DPW will send a text message to the heads of the programs for the current season after 2:00 pm. Failure to comply with a field closure could result in revocation of the permit. Refer to Township Code 182-23.
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 Mayor and Council.
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 motorized equipment on Township or Board of Education properties as outlined in Chapter 182 of Township Code.
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 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.

Season start date: _____ **Season end date:** _____

<u>Fields/Facilities</u>	<u>Weekdays</u>	<u>Times</u>	<u>Weekends</u>	<u>Times</u>
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 Practice Area A	_____			
C. O. Johnson Practice Area B	_____			
Stonehedge Park Playing Field	_____			
Stonehedge Park Practice Area	_____			

Municipal Building Court Room _____

Municipal Building Tennis Courts _____

Neil Gylling Municipal Softball Fields

Field NG1 (rock) _____

Field NG2 (stream) _____

School Facilities (A separate Byram Township School facilities use application must also be completed for use of these fields)

Field BIS1 _____

Field BIS2 _____

Playing Field BIS4 _____

Practice Area BIS _____

Tamarack Park

T1 (large field) _____

T2 (smaller field) _____

Mohawk Ridge Playing Field MR1 _____

Mohawk Ridge Practice Area _____

Organization/Group/Individual (required information-Office Use Only)

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 volunteers (coaches, officers, managers, concession stand coordinator, etc.) with telephone numbers, e-mail addressesYes__ No__

List of all registered participants, addresses and phone numbers.....Yes__ No__

Confirmed all volunteers have completed Criminal History Background Checks (fingerprinting as outlined by Township Ordinance Chapter 116 for all volunteers (includes coaches, officers, managers, concession stand coordinator, etc.).....Yes ___ No ___

Rutgers SAFETY Clinic for all coaches, officers, managers, concession stand coordinator, etc.....Yes ___ No ___

*All game schedules, times and fieldsYes ___ 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 Township, 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: _____