

**BOARD OF RECREATION COMMISSIONERS
MILLBURN TOWNSHIP RECREATION
PERMIT APPLICATION FOR USE OF PARK FIELD OR AREA**

Park permits are required for any organized outdoor recreation activity or event, including but not limited to, team practices, training sessions, games, or similar activities in a Millburn Township Park. An applicant must submit a permit application, sign a hold harmless agreement and provide evidence of insurance for groups or organizations and any contractors used. Permits are for outdoor recreation use and the number of users are limited as indicated on this application.

Park Fields/Areas may be rented in advance of the season opening dates **per the attached Tier schedule** and must be made at least 14 days prior to use. The season opening dates are: Spring - April 1; Summer – June 15; Fall – Aug. 15.

There can be no sale of goods in the park and activities must be free of any admission charges, fees* or donations unless the rental includes activities of a 501c-3 organization with prior approval from the Recreation Department to fundraise in association with a park permit application. There is no solicitation allowed of park visitors not associated with rental. *If a field/area is rented for an outdoor recreation clinic, training, etc., a participant fee may be charged. Any fees, sale of goods, donations, etc., must be listed in application.

- The Recreation Department reserves the right to reject any application that is inconsistent with Township ordinances or Park policy and applications are subject to field availability, weather conditions etc. Call (973) 564-7096 for current field conditions.
- The use of a field does not include bathrooms, field lining, goals, bleachers etc.
- Group using the field is responsible for lining the field for game (aerosol field paint only) and for trash removal from dugout, player bench and bleacher area after the game.
- No alcoholic beverages and no smoking allowed in parks.
- Field/Area permit holder is responsible for cleanup of any litter, water bottles, etc. that the group brought to park.
- All permit holders shall comply with the Millburn Recreation Department Lightning Warning Procedures.
- Field/Area permit must be in the possession of permit holder, on site, during activity for verification of reservation.
- A deposit may be required and additional fees may be assessed for extra time used or damages.
- A Certificate of Insurance must be provided with application for any use associated with an organized athletic team or clinic activity. In addition, if a contractor is being used to provide an item or service or ***if a 501c-3 is used***, their Certificate of Insurance must be submitted. The Insurance Certificate(s) must name Millburn Township and the Millburn Recreation Department as additional insured parties and limits of General Liability must be at least \$1 Million per occurrence and \$2 Million General Aggregate. Note: Higher liability limits maybe required depending on type of activity.
- Distribution of pamphlets or flyers for any program must be pre-approved by the Recreation Department.
- No use of loud speakers or sound amplification. No cooking of food. No fires.
- **RECREATION DEPARTMENT PROGRAMS TAKE PRECEDENCE OVER ALL APPLICATIONS**

LIGHTNING WARNING PROCEDURES

It is the policy of the Millburn Township Recreation Department to immediately suspend all outdoor programs or organized activities at any Township park, at the first indication of approaching lightning. All persons in attendance should immediately vacate the area and seek safety in an appropriate shelter, house, automobile, or other protected area.

In order to comply with this policy, all individuals are to follow the procedures listed below.

- Coaches, team trainers, permit holders or persons in charge of the group using the field/area should be aware of any changing weather conditions by observing the weather. Where possible, listen to weather broadcasts or use weather internet sites for weather warnings prior to and during attendance at an outdoor activity.
- Once a coach, team trainer, permit holder or person in charge of the group using the field/area has established, that there is a potential for lightning in the area, all outdoor programs or organized activities must immediately be suspended and all persons should immediately vacate the area and seek safety in an appropriate shelter, house, automobile, etc.
- No outdoor activity should be permitted to resume until 30 minutes after the last lightning strike is witnessed or thunder is heard, whichever is last.

SIGNATURE OF ACKNOWLEDGMENT: _____ DATE _____

TAYLOR PARK, GERO PARK and HOBART PARK – Fees and User Categories

Tier 1: \$30.00 per hour for individual Millburn residents and Millburn based nonprofit group applicants with individual users and groups with 100% Millburn residents – may apply 90 days prior to season opening date

Tier 2: \$40.00 per hour for individual Millburn residents and Millburn based nonprofit group applicants with individual users and groups with at least 51% Millburn residents – may apply 60 days prior to season opening date

Tier 3: \$50.00 per hour for profit making companies applying in order to provide an outdoor recreation service such as sports clinic or training, for individual Millburn residents and Millburn based nonprofit group applicants with less than 51% Millburn residents and for Millburn based companies - may apply 45 days prior to season opening date.

TAYLOR, GERO, HOBART PARK FIELD PARTICIPANT CAPACITIES

Taylor Park : Main St. Field/Main Diamond: maximum 50 participants
Ridgewood Road Field: maximum 25 participants
Whittingham Terrace Area: maximum 25 participants

Gero Park: “A” Field: maximum of 30 participants “E” Field: maximum of 30 participants
“B” Field: maximum of 30 participants “F” Field: maximum of 30 participants
“C” Field: maximum of 30 participants “G” Field: maximum of 30 participants
“D” Field: maximum of 30 participants

Hobart Park: maximum 25 participants

OLD SHORT HILLS PARK – Fees and User Categories

Tier 1: \$30.00 per hour for individual Millburn residents and Millburn based nonprofit group applicants with individual users and groups with 100% Millburn residents – may apply 90 days prior to season opening date

Tier 2: \$40.00 per hour for individual Millburn residents and Millburn based nonprofit group applicants with individual users and groups with at least 51% Millburn residents – may apply 60 days prior to season opening date

Tier 3: \$50.00 per hour for non Millburn residents, for profit making companies applying in order to provide an outdoor recreation service such as a sports clinic or training and for other outdoor recreation groups not included in Tier 1 or 2 – may apply 45 days prior to season opening date.

OLD SHORT HILLS PARK AREA PARTICIPANT CAPACITIES

Area #1: maximum of 20 participants **Area #2:** maximum of 20 participants **Area #3:** maximum of 20 participants

Old Short Hills Park onsite parking is limited to 20 or fewer spaces; park users should carpool and or get dropped off and picked up. There is no parking, stopping or standing on the park access road, which is also a fire lane and the legal access road for Greenwood Gardens located adjacent to Park. Parking is also limited at other park areas and users should plan accordingly.

Old Short Hills Park Area applicants should be aware that Areas #1 and #2 are limited to use as a playing grounds for activities that do not require any structures, improvements/ recreation fixtures and picnicking is not allowed per deed restriction.

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PERMIT APPLICATION FOR USE OF PARK FIELD OR AREA**

ORGANIZATION/INDIVIDUAL: _____

DATE(S) REQUESTED: _____

HOURS REQUESTED: _____ NATURE OF RENTAL: _____

TAYLOR PARK FIELDS

Main Street Field/Diamond _____ Ridgewood Road Field _____ Whittingham Terrace Field _____

GERO PARK FIELDS

“A” Field _____ “B” Field _____ “C” Field _____ “D” Field _____ “E” Field _____ “F” Field _____ “G” Field _____

OLD SHORT HILLS PARK AREA

Area #1 _____ Area #2 _____ Area #3 _____

HOBART PARK _____

Will you be bringing in a contractor (such as a coach, clinician or trainer)? Yes _____ No _____

Will you or your contractor be bringing in any equipment? _____

Outdoor recreation participant fee, service and hours provided (if Applicable): _____

If 501c-3, list any fundraising activities, donations, sales of goods, etc.

DAMAGE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned agrees to assume responsibility for the preservation of order at said location and liability for any damage thereto and for the observance of all policies, rules and regulations of the Millburn Recreation Department, Millburn Recreation Commission and/or Millburn Township and further releases the Millburn Recreation Department, Millburn Recreation Commission and/or Millburn Township and their respective officers, employees and agents (collectively the township parties) from any liability of any kind whatsoever arising out of participation, organization and/or sponsoring of said activity. I further agree to defend, indemnify and hold harmless each of the Township parties from and against any and all actions, causes of action, losses, damages, liabilities and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of said activity.

I am at least 21 years of age, and intend to be bound by this agreement and have received and read the attached Lightning Warning Procedures.

NAME _____ PHONE (Day) _____ (Cell) _____

ADDRESS _____ E-Mail _____

SIGNATURE OF APPLICANT _____ DATE _____

(If applicable) 501c-3 Name & Address _____ Tax ID# _____ Copy of W-9

Name of 501c-3 Official _____ Signature _____ Date _____

(Revised 1/1/15)

-FOR RECREATION DEPARTMENT USE ONLY-

APPROVED BY (Recreation Official) _____ DATE _____

Insurance Certificate(s) Group: _____ **Contractor:** _____ **501c-3** _____ Tier _____ Rental Fee _____

Rental fees for facility use by the Board of Education programs may be waived upon approval by the Recreation Dept.

