

# **TOWNSHIP OF BRANCBURG**

## **RECREATION FACILITY USE POLICY**

**Township of Branchburg  
Recreation Department  
1077 Highway 202 North  
Branchburg, NJ 08876  
(908) 526-1300 ext. 188**

Adopted 10/13/03  
Revised 11/04  
Revised 5/11  
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Revised 6/19  
Revised 11/19

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**TOWNSHIP OF BRANCBURG**  
**RECREATION FACILITY USE POLICY**

**A. OVERVIEW:**

The Township believes that:

- 1) Township recreation facilities are public property and, as such, should be made available for public use;
- 2) The unprogrammed and unregulated use of Township recreation facilities can result in damage to those facilities and inconvenience to the users;
- 3) Working guidelines for facility reservation and use are necessary; and
- 4) Certain costs are incurred in the use of a Township recreation facility, which should be shared by the users.

**B. GOAL:**

The goal of the Township is to provide reserved facilities whenever possible and to negotiate reasonable accommodations whenever request conflicts arise.

**C. GENERAL REGULATIONS**

- 1) The Township reserves the right to prohibit, rescind or change the use of facilities, without notice, regardless of prior approval for use.
- 2) Township recreation facilities may not be used for any purpose prohibited by law.
- 3) Application for the use of any Township recreation facility can be denied at the discretion of the Township.
- 4) Applicants granted use of facilities are responsible for the proper supervision of all participants and spectators. Those participants under the age of 18 years are not to be left unattended at any time.
- 5) Applicants granted use of facilities will be held liable and responsible for any personal injury or property damage resulting from the lack of supervision or poor supervision of participants and spectators.

- 6) Any problems encountered with the facility must be reported to the Recreation Department (908) 526-1300 ext. 188 as soon as possible after the conclusion of the activity.
- 7) Proper use of facilities is of utmost importance. Individuals or organizations failing to abide by the provisions of this policy will be asked to curtail their event(s) and may be denied further use of Township recreation facilities.
- 8) Facilities must be left clean and orderly. All trash and/or materials used must be placed in the trash or removed from the premises.
- 9) Users of Township recreation facilities automatically assume responsibility and liability for all damages and loss to Township property that occurs while using said facilities.
- 10) Parking is permitted in designated parking area only.
- 11) Violation of the parking policy will result in revocation of the applicant's privilege to continue utilizing Township recreation facilities.
- 12) All activities must terminate by sunset, except those with permitted use of lights.
- 13) The executed permit (or a copy thereof) must be with the user group's representative at all scheduled activities and presented, upon request, to any municipal official.
- 14) NO ALCOHOLIC BEVERAGES ARE TO BE CONSUMED, DISPENSED OR BROUGHT INTO TOWNSHIP RECREATION FACILITIES.**
- 15) Activity (ies) shall begin and end within the approved time frame.
- 16) The Township may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators.
- 17) Noise must be kept to a minimum so as not to disturb others utilizing the facility and the residents within the area.
- 18) Commercial or For-Profit use of Township recreation facilities is prohibited at all times without prior approval of the Township.

**D. FACILITIES:**

Permits are required for RESERVED USE of the following facilities or portions thereof operated by the Township:

WHITE OAK PARK

Athletic fields  
Lighted fields  
Pavilion/Picnic Area  
Sand Volleyball Courts  
Tennis Courts  
Basketball Court

TEN EYCK PARK

Athletic fields

MARSHALL STREET

Athletic fields  
Roller Hockey Rink  
Basketball Court  
Pavilion/Picnic Area

STAATS FARM

Athletic fields

OLD TOWNE PARK

Athletic fields  
Roller Hockey Rink  
Basketball Court  
Pavilion/Picnic Area

CENTRAL MIDDLE SCHOOL

Athletic fields

STONY BROOK SCHOOL

Athletic fields

OLD YORK SCHOOL

Athletic fields

**NOTE:** The Branchburg Municipal Building, Little Red Schoolhouse and Station House are not designated township recreation facilities and are not represented in this policy. The procedures and requirements for use of these facilities are independent of this policy and are overseen by the Municipal Clerk's office.

## E. PROCEDURES AND REQUIREMENTS:

Permits are not required for the **UNRESERVED USE** of Township recreation facilities; however for those facilities listed in Section D of this policy, unreserved users are required to relocate their activities upon the arrival of a reserved user holding an approved permit from the Township.

The following procedures and requirements must be followed and met in order for any permit to be considered and/or issued:

- 1) Applications for facility use permits will be considered after March 1<sup>st</sup> of each calendar year and shall not extend past December 31<sup>st</sup>. It is the applicant's responsibility to file a new application upon expiration.
- 2) Applications for facility use permits must be made in writing on the Township Facility Use Permit form. Only fully completed applications accompanied by all other necessary paperwork and fees will be considered.
- 3) Fees are required for use of certain facilities and must be included at time of application. ***Please see Section F: SCHEDULE OF USE FEES.***
- 4) A \$200.00 **refundable** security deposit is required with all non-resident applications and applications for groups of more than 50 participants. The security deposit shall be deposited by the Township and refunded only after inspection of the facility reveals that no damage was done to the premises. The cost to repair or replace any damage shall be deducted from the deposit. Users will be notified in writing by the Recreation Department of any such damage and if a charge will be assessed.
- 5) A Certificate of Insurance is required at time of application for all non-resident applications for facility use. Insurance must provide satisfactory evidence of insurance protection for participants, spectators, coaches and the public within the following terms and conditions. The applicant must maintain Commercial General Liability insurance with limits of liability not less than \$1,000,000 (\$1 Million) per occurrence and aggregate. The policy will provide coverage for the users activity at the approved facilities and shall state such facilities on the certificate of Insurance. The Certificate shall name the Township as the Certificate Holder and as Additional Insured for the full duration of the use of the facility.
- 6) Written copies of all rosters/registration lists/etc. complete with names, home addresses and/or places of employment may be required and, if requested, must be submitted by the applicant prior to issue of a permit.

**F. SCHEDULE OF USE FEES:**

Except as otherwise noted herein, all individuals, groups, organizations and leagues will be required to pay an ***hourly fee*** to obtain reserved, permitted use of facilities operated by the Township.

For purposes of this policy, a resident group shall be one in which ***eighty-five percent (85%)*** of its participants reside within the boundaries of the Township. Proof of residency in the form of a participant roster including names and home addresses must be submitted upon request.

<b>HOURLY FEES:</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b><u>White Oak Park</u></b>		
Athletic Fields	\$15/each	\$30/each
Light Use (in addition to field fee)	\$25/each	\$50/each
Pavilion/Picnic Area	\$30	\$60
Sand Volleyball Courts	\$10/each	\$20/each
Tennis Courts	\$5/each	\$10/each
Basketball Court	\$10	\$20
<b><u>Old Towne Park</u></b>		
Athletic Fields	\$15/each	\$50/each
Roller Hockey Rink	\$30	\$100
Basketball Court	\$10	\$50
Pavilion/Picnic Area	\$30	\$75
<b><u>Ten Eyck Park</u></b>		
Athletic Fields	\$10/each	\$20/each
Picnic Area	\$25	\$50
<b><u>Marshall Street Park</u></b>		
Athletic Fields	\$15/each	\$30/each
Basketball Court	\$10	\$20
Pavilion/Picnic Area	\$30	\$60
<b><u>Staats Farm Park</u></b>		
Athletic Fields	\$15/each	\$50/each
<b><u>Central Middle/Old York/ Stony Brook Schools</u></b>		
Athletic Fields	\$15/each**	N/A

\*\* Fees are charged for weekend use only.

**Other**

Fees to obtain reserved, permitted use of any and all other facilities including, but not limited to, potential future facilities operated by the Township shall correspond to those aforementioned for White Oak Park until such time as amendments to this policy are created and approved.

**G. REFUNDS**

Refunds will be issued provided the Recreation Department is notified (908) 526-1300 ext. 188 at least 24 hours prior to the scheduled start time of the activity if the activity is to be cancelled.

**H. LIGHT USE GUIDELINES**

Use, control and scheduling of all lighted recreation facilities within the Township shall rest solely with the Township and the Recreation Department. All authorized and permitted use of lighted recreation facilities shall adhere to the following guidelines, in addition to all general regulations:

- 1) Lighted ballfields may be utilized between dusk and 10:00 p.m. from April 1<sup>st</sup> through November 30<sup>th</sup> each year.
- 2) Lighted tennis and basketball courts may be utilized between dusk and 10:00 p.m. – Memorial Day through Labor Day and from dusk to 9:00 p.m. – Labor Day through Memorial Day.
- 3) Any and all requests for lighted recreation facilities use outside the parameters of these guidelines shall be made in advance, in writing and approved by the Township Committee and/or the Director of Recreation.

**I. STATEMENT OF EXCEPTION:**

The Township Committee and the Director of Recreation shall have the authority to make exceptions to these guidelines if it is deemed in the best overall interest of the Township to do so.



**TOWNSHIP OF BRANCBURG  
RECREATION DEPARTMENT**

**FACILITY USE APPLICATION**

**(PLEASE PRINT OR TYPE)**

Date: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_ to \_\_\_\_\_

Day(s) of the Week Needed: \_\_\_\_\_

Times Needed: \_\_\_\_\_ to \_\_\_\_\_

(If your schedule is flexible, please indicate your requirements in general terms – i.e. two nights per week, any night from 5:00 p.m. to 8:00 p.m., etc.)

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

1) Name of Group Representative: \_\_\_\_\_  
Relationship to Group: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: Day: (\_\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_

2) Name of Alternate Group Representative: \_\_\_\_\_  
Relationship to Group: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: Day: (\_\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_\_) \_\_\_\_\_  
Alt. Email Address: \_\_\_\_\_

Activity (Purpose of Use): \_\_\_\_\_

- 1) Number of Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_
- 2) Age Range of Participants: \_\_\_\_\_
- 3) Number of Supervisors/Chaperones/Coaches: \_\_\_\_\_
- 4) Number or Percentage of Branchburg Residents: \_\_\_\_\_
- 5) Fees (if any) Charged to Participants: \$ \_\_\_\_\_ per \_\_\_\_\_
- 6) Please list any items to be brought into the facility (i.e. tents, tables, stage, sound system, etc.)  
\_\_\_\_\_
- 7) Will food be served? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- 8) Certificate of insurance attached (if applicable)? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**REFUNDABLE \$200.00 SECURITY DEPOSIT** (if applicable): \$ \_\_\_\_\_

**FACILITY USE FEE :** \$ \_\_\_\_\_

**TOTAL** (check/money order payable to Branchburg Recreation): \$ \_\_\_\_\_

**SEE POLICY FOR REFUND GUIDELINES**

**TOWNSHIP OF BRANCHBURG  
RECREATION DEPARTMENT**

**AGREEMENT IF PERMIT IS GRANTED**

The Applicant (which shall mean and include the Applicant himself, herself or itself and the Applicant's members and participants in the permitted activity) agrees that if the requested Facility Use permit is granted:

1. The Applicant will accept any and all risks inherent in the condition of the Township parks and recreation facilities at the time of the permitted activity;
2. The Applicant waives and relinquishes all claims and causes of action arising from or relating to the permitted activity;
3. The Applicant shall indemnify, hold free and harmless, assume liability for, and defend the Township, and its officers, agents and employees, from any and all costs and expenses, including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which Township may pay or become obligated to pay on account of any, all and demand for, claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the Applicant's use of the Township's parks and recreation facilities or any action or omission by the Applicant;
4. The Applicant will reimburse the Township for any and all expenses (including attorneys' fees and other costs) incurred in the enforcement of this agreement.

Applicant Group: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed or typed name: \_\_\_\_\_

By: \_\_\_\_\_  
Second authorized signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed or typed name: \_\_\_\_\_

**AUTHORIZATION BY THE TOWNSHIP OF BRANCHBURG**

\_\_\_\_\_ The above request is not approved.

\_\_\_\_\_ The above request is approved.

\_\_\_\_\_ The above request is approved, with the following conditions, limitations or restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature – Authorized Township of Branchburg Representative

\_\_\_\_\_  
Date