

**TOWNSHIP OF LONG HILL
DEPARTMENT OF RECREATION**

PROCEDURE FOR RESERVATION OF TOWNSHIP FACILITIES

1. A Facilities Use Request (FUR) form must be filled out and submitted to the Recreation Director for approval. This form is available on line and at town hall.
2. A permit will be issued when the following conditions are met: Approval of FUR, payment of designated fee, Hold Harmless and Use Agreement, Certificate of Insurance, and proof of residency if applicable.
3. A Certificate of Insurance must be presented before a permit can be issued. For individual residents and non-residents, a copy of the applicants Homeowner's Policy will be accepted.
4. Delegation of municipal facilities will be coordinated by the Director in conjunction with the Recreation Advisory Committee based on criteria such as:
 - Size of Program Number of Long Hill Residents Participating
 - Type of Program Primary season for the activity
 - Number of available facilities
5. Cancellation – The Recreation Director reserves the right to close a facility due to inclement weather, hazardous conditions, scheduling conflicts, and other reasons which make closing necessary. The Director will notify the designated contact person to advise of a cancellation.
6. Date/Time Change/Cancellation will be accepted with notification of at least 1 month prior to the event. Notification must be in writing.
7. Refunds will only be issued due to cancellations by the Recreation Department, pending approval by the Township Committee. A credit, which expires one year from date of reservation, will be issued only for those cancellations in which written notification is sent to the Recreation Director one month prior to the event.
8. No commercial organization may access a facility without an approved, signed permit. If an organization or an individual associated with an organization disregards a facility closing directive and accesses that facility a loss of permit will result.
9. Individual residents may use the facilities without a permit but will have to vacate if an individual or organization arrives with an approved permit.
10. Alcoholic beverages are not permitted on any township owned properties.

TOWNSHIP OF LONG HILL
DEPARTMENT OF PARKS & RECREATION
Facility/Field Use Policies and Lease Agreement

1. It is unlawful for any person to throw, deposit or leave any cans, paper, debris or waste material whatsoever in or upon any park property except in the receptacles provided for such purposes. Chapter XI of Township Code 11-2.1.
2. No permits, for use of township parks, will be issued without written application.
3. Liability: Long Hill Twp. assumes no liability for the renter's use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Township harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment of facility in question Long Hill residents utilizing facilities for private functions must provide a copy of their Homeowner's Declaration page. Nonresidents and residents holding larger organized functions must have general liability insurance that covers the Township with limits of \$1,000,000.00 combined single limit with an aggregate of \$2,000,000.00. A certificate of insurance, acceptable to the Township Administrator, must be filed with the Township at least five days prior to the use of Townships facilities.
4. No alcohol is permitted on park property. Chapter XI of Township Code XI-11-2.5.
5. All township parks are closed to the public from 9:00 pm to 8:00 am. A special permit may be issued to use a specific area during closed hours. Chapter XI of Township Code XI-11-2.6.
6. Camping is prohibited in all township parks, except under permit by the Township Committee. XI-11-2.7.
7. No person shall willfully damage any park property, including any buildings, structures, trees, or shrubbery. Chapter XI of Township Code XI-11-2.2 Damages: Any and all damages to the facilities, equipment, and other Long Hill Twp property, while being used by the renter, will be the responsibility of the renter and payable in full to the Long Hill Twp. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities. The Recreation Dept. reserves the right to decline renting to patrons who have incurred damages to township property in previous rentals.
8. The speed on all park roads, parking lots and other park property where vehicular traffic is permitted shall be 15MPH. Parking is restricted to those areas so designated Chapter XI of Township Code. XI-11-2.3.
9. No person shall create a disturbance or nuisance, be intoxicated, or act in such a way that his or her conduct is objectionable or offensive to others. XI-11-2.4.
10. Smoking is prohibited on all township property.
11. Stirling Lake reservations are not available on weekends while the lake club is open.
12. Reservation of the Stirling Lake pavilion does not entitle all guests to use of Stirling Lake. All persons wishing to use the lake must have a badge. Accompanied by a member, guest passes may be purchased on site.
13. Picnicking is restricted to designated areas. Chapter XI of Township Code XI-11-3.6.
14. In the event of rain, the Recreation Director or a designated person will determine if field use will be canceled for that day and notify the designated parties. Notify the Recreation Director immediately if there are any maintenance/safety issues or damage to fields that need to be addressed. 908-647-8000 x 219.

**TOWNSHIP OF LONG HILL
DEPARTMENT OF PARKS & RECREATION
Facilities Use Request**

Name: _____ Date: _____

Address _____ Phone: _____

Organization: _____ e-mail: _____

Contact for Field Cancellations _____ Phone _____

Please Note: The 2 multipurpose fields at the Riverside facility are the following dimensions:
Field #1- 330 x 195 Field #2 -300x 165
Please indicate if the use is for traveling program or recreation program.

	Date(s)	Time(s)	Resident	Non Resident	Resident Commercial	Non-Resident Commercial	Total \$
Riverside Field #1			\$25/ 2 hours	\$45/ 2 hours	\$60/ 2 hours	\$110/ 2 hours	
Riverside Field #2			\$25/ 2 hours	\$45/ 2 hours	\$60/ 2 hours	\$110/ 2 hours	
Meyersville Baseball Field			\$25/ 2 hours	\$45/ 2 hours	\$60/ 2 hours	\$110/ 2 hours	
Riverside Pavillion			\$25/ 4 hours	\$50/ 4 hours	X	X	
Stirling Lake Pavillion			\$30/ 4 hours	\$55/ 4 hours	X	X	
Bocce Ball Courts			X	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Horseshoe Pits			X	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Riverside Basketball Courts			\$25/ 2 hours	\$45/ 2 hours	\$60/ 2 hours	\$110/ 2 hours	
Tennis Courts			X	\$10 / hour	\$15 / hour	\$20 / hour	

For Field Use Only:

Number of Long Hill Township Residents currently enrolled in your program:

Intramural _____ Traveling _____

Number of Fields your organization presently has use of _____

This form can be faxed to 908-647-4150 or mailed to 915 Valley Rd. Gillette, NJ 07933

Any questions or concerns please contact the Director of Recreation 908-647-8000 ext. 219
recreation@longhillnj.us

HOLD-HARMLESS AGREEMENT

I sign this Hold-Harmless as My voluntary act and by this act agree to hold You harmless and indemnify You from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity I will be holding (as described) on the date(s) listed on application.

I also shall provide You with a Certificate of Insurance and that I shall provide same as soon as practicable and not less than five (5) business days before the date of the planned activity. Said Insurance shall be written with a company maintaining a rating of at least "A-" according to A.M. Bests. Said General or Public or Business Liability policy shall be in an amount of not less than one million dollars (\$1,000,000.00) per occurrence. It is understood You will be listed as an additional insured on that policy and Certificate of Insurance.

If I, as an individual, am holding a private, personal event, I shall provide You with a copy of my Homeowners or Condo or Renters policy declarations page with Personal liability coverage of not less than one million (\$1,000,000.00) each occurrence.

(Applicable to Corporation Only) I also agree that I am obligated to reimburse You for all reasonable attorney's fees incurred by You to enforce the terms of this Hold-Harmless or to defend Yourself against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by Me or My sole cost and expense pursuant to this Hold-harmless.

LEGAL SIGNATURES:

Signature on behalf of "I/We/Me/My:

a) Individual _____ Date _____

or

b) Individual _____ on behalf
of _____ Date _____

organization **or**

c) Individual _____ Title _____

on behalf of _____(Corporation)

Address of Individual, Organization or Corporation: _____

Home Phone No.: _____ Work Phone No.: _____

Date _____

and

Signature of Person on behalf of the **Long Hill Twp:**

d) _____

Person's Title _____

Date _____

Hold-Harmless Agreement

**FOR USE WITH CORPORATIONS ONLY – PROVIDE THIS ONLY IF ENTITY
USING THE PREMISES IS A CORPORATION**

Long Hill Township

CORPORATE ACKNOWLEDGMENT

STATE OF NEW JERSEY, COUNTY OF _____

SS.:

I CERTIFY that on _____, 20____
_____ personally came before me and this person acknowledged under
oath, to my satisfaction, that:

- a) this person is the _____ of
_____ the corporation named in the attached document;
- b) this person is the attesting witness to the signing of this document by the proper corporate
officer who is _____, the _____ of the corporation;
- c) this document was signed and delivered by the corporation as its voluntary act duly
authorized by a proper resolution of its Board of Directors;
- d) this person knows the proper seal of the corporation which was affixed to this document; and
- e) this person signed this proof to attest to the truth of these facts.

Signed and sworn to before me

on _____, 20____
