

WATERFORD TOWNSHIP
2131 Auburn Avenue, Atco, New Jersey 08004
ATHLETIC FIELD/FACILITY REQUEST

PROCEDURE FOR OBTAINING FIELD USAGE PERMIT

1. Complete the attached Field Usage Request form. Forms are also available on our website at www.waterfordtwp.org or by calling the Clerk's Office at (856) 768-2300.
2. The following items must be submitted in order to be considered:

___ Completed application

___ *Certificate of Insurance* - Name of club should be as it appears on the Insurance Certificate. Prior to facility use, groups requesting facilities must provide a current certificate of comprehensive general liability insurance from an insurer licensed to do business in the State of New Jersey, to the Township Clerk, with limits not less than \$1,000,000 Bodily Injury/ Property Damage Combined single limit. The certificate of insurance must specifically name the Township of Waterford as an additional insured. Failure to provide a valid and acceptable certificate of insurance will void facility use.

___ Team Rosters with addresses will be required for proof of residency to receive the Resident rate

Items should be submitted or mailed to the Township Clerk's Office, Attn: Field Usage Request, 2131 Auburn Ave., Atco New Jersey 08004.

3. Upon receipt of application, the requested usage will be submitted to the Township Committee or its designee and/or the Recreation Committee for consideration.
4. If approved, the application will be forwarded to the Clerk for approval by resolution at the next available Committee meeting.
5. The applicant will be contacted to advise if approved or not approved.
6. If request is approved, the Applicant will also be advised of the usage fees along with payment instructions.
7. Upon receipt of payment in full, a Permit will be issued to the Applicant. No one will be permitted to use any field/facility without a permit. Usage fees are not refundable unless deemed otherwise by the Township.

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NOTES:

1. All requests must be made a minimum of 1 month in advance to allow time for review by the Township.
2. Fields are available February 15 thru December 15 each year (unless otherwise approved)

Requests for: February 15 thru June 30 shall be submitted no later than January 1st
 July 1 thru December 15 shall be submitted no earlier than May 1st

Submission dates may be changed subject to Township offices being closed for recognized
Township holidays or weekends.

*(Waterford Township Athletic Association and the Atco Lions Football and Cheerleading
Organization are exempt from the above submission date deadlines)*

*****Requests for Lighting MUST include a schedule for light coordination*****

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Rules and Regulations

1. Activity(ies) will begin and end within an approved time frame.
2. All debris resulting from the approved activity will be picked up by the applicant / organization and deposited at the designated disposal location(s).
3. Specific and sufficient adults will be assigned the sole responsibility of providing safety, security and deterring vandalism.
4. Township of Waterford may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators.
5. Noise must be kept to a minimum so as not to disturb others utilizing the facility or field and residents within the area.
6. Parking is allowed in **designated areas only**. Please be considerate of residents who live adjacent to park areas; as parking is strictly prohibited on their private property and will result in fines levied by the Police Department
7. All problems encountered with the facility or field will be made known to the Township of Waterford within 24 hours of the conclusion of the activity.
8. ALCOHOLIC BEVERAGES ARE NOT TO BE DISPENSED AND/OR CONSUMED ON OR WITHIN ANY WATERFORD TOWNSHIP FACILITY OR FIELD.
9. SMOKING IS PROHIBITED ON OR WITHIN ANY WATERFORD TOWNSHIP FACILITY OR FIELD.
10. During severe inclement weather, no outdoor facility or field will be illuminated.
11. Permit holders are required to restore fields to their original condition, at the discretion of the Township to any field or property damaged due to negligence of the organization. The Township shall be the sole judge of destruction of property or excessive wear and tear
12. Violations of any of the above may result in the cancellation of the permit and/or the denial of future requests.
13. The Township of Waterford retains the right to rescind the usage approval at any time.

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ATHLETIC FIELD/FACILITY REQUEST

Name of Organization Club/League: _____

Contact Person for Group and Position: _____

Address: _____

Town/State/Zip: _____

Phone Numbers: Home _____ Work _____ Cell _____

E-Mail: _____

LIST OF FACILITIES

Ritter Field

Hicks Field
 Softball Field
 Babe Ruth Field
 Volleyball Court

Thomas Richards Field

Field A
 Field B
 Field C
 Tennis Court
 Basketball Court

Waterford Rec Complex

Tapper Field (Field A) Field B
 Football Practice Field Field C
 Football Field Field D
 Basketball Court Field E
 Tennis Court Hockey Rink

Burnt Mill Complex

Upper Soccer Fields (wooded side) Lower Fields (closer to parking)

Municipal Building Court Room

Lions Park @ Town Hall

Day of Week	Park Requested	Field Requested	Lights Requested (Y/N)	Specific Date		Hours		Type of Activity practice, games, camp,
				From	To	From	To	

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Additional Services Requested (additional fees may apply):

Equipment Requested (goals/bases etc) _____

Other _____

1. Signature and address of responsible party of organization who has full understanding of and acceptance of the terms of the permit, and who will accept responsibility for adherence with all Township Regulations and Ordinances.
2. Permit holders are required to evaluate the field before use and are **not permitted to play on a field if damaged or if damage would occur due to adverse weather conditions.**
3. Permit must be available on site at time of use for inspection.
4. Permit holders are required to police and clean up their field and adjoining area after use.
5. Permit holders must provide the Township of Waterford, Clerk's Office, with a Certificate of Insurance at time of application
6. Permit holders are required to restore to original condition, at the discretion of the Township, to any field or property damaged due to negligence. The Township shall be the sole judge of destruction of property or excessive wear and tear.
7. Permit holders are responsible for damage to Township fields and facilities. If the permit holder finds the field or part of the field to be damaged or otherwise unable to be played on, the permit holder should report this condition.
8. The Township reserves the right to close any fields or facility for safety or property concerns as the Township deems necessary. Each permit holder will be notified of field openings and closings.
9. Permit holder acknowledges receipt of Rules and Regulations included with this packet
10. Failure to follow these policies can result in revocation of your permit and/or paying for restoration of fields that have been damaged or left in an unclean condition.

Signature of Applicant

(Agrees to Comply with Rules & Regulations)

Date

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****OFFICE USE ONLY****

Athletic Facilities Use Fees

Practices

1. Residents: \$100 per team / (1) 2-hr practice per week for 12 weeks
 2. Non-Resident: \$200 per team / (1) 2-hr practice per week for 12 weeks
- **additional practices per week follow the same schedule**

Games

1. Youth Fee*:

(a) Resident Fee	\$25 per game
(b) Non-Resident Fee	\$50 per game

2. Non-Youth Fee:

(a) Resident Fee	\$35 per game
(b) Non-Resident Fee	\$70 per game

For Profit Camps: \$500.00 (per camp)

For Profit Tennis Lessons: \$500.00 for the period of May 1st – Sept 30th with a maximum usage of 10 hours per week with a 2-hr per 1 court maximum per day

For Profit Clinics: \$350 per clinic / (5) 2-hr clinic sessions for 5 weeks

Light Fee: \$75 flat fee

**Municipal Building
Court Room or Lions Park
at Town Hall** Non-Resident Fee \$25.00 up to 3hours

Resident Team Rosters shall consist of 75% Waterford Township Residents. All other teams are to be considered Non-Resident Teams. The determination of whether a team is a resident or non-resident team, when disputed, shall be decided by the Township Committee and confirmed by way of Resolution

*Youth Fee applies to organizations where 100% of the participants are under the age of 18 years old at time of application

DATES:

	Received
	COI Received
	Committee Approval
	Fees Paid
	Permit Issued

Township Clerk

Township Administrator