

WATERFORD TOWNSHIP ATHLETIC FIELD AND FACILITY USAGE REQUEST FORM

PROCEDURE FOR OBTAINING FIELD OR FACILITY USAGE PERMIT:

Complete the attached Field and Facility Usage Request form. Forms are also available at www.waterfordtp.org or via the Clerk's Office at (856) 768-2300.

The following items must be submitted in order to be considered:

1. **Completed application.**
2. **Certificate of Insurance.** Name of club should be as it appears on the Insurance Certificate. Prior to facility use, applicant 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 be valid, acceptable, and specifically name the "Township of Waterford" as an additional insured. Failure to provide a certificate of insurance will result in application rejection.
3. **Team Rosters with Addresses.** Required for proof of residency to be considered for Resident Rate.

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

Upon receipt of application, the requested usage form will be submitted to the Township Committee or its designee and/or the Recreation Committee for consideration.

If approved, the application will be forwarded to the Clerk to be listed by resolution at the next available Committee meeting. The applicant will be contacted to inform them of the approval status and any applicable fees, payment instructions, etc.

Upon receipt of payment, a Permit will be issued to the Applicant. An approved Permit is a mandatory prerequisite for any field or facility usage. Usage fees are not refundable.

NOTES:

All requests must be made a **minimum** of 1 month in advance to allow time for review.

- Field Availability: February 15th to December 15th annually. Exceptions will be considered.
- Requests for February 15th to June 30th shall be submitted **no later** than January 1st
- Requests for July 1st to December 15th shall be submitted **no earlier** than May 1st
- Submission dates may be adjusted due to Township offices being closed for holidays, weekends, or unforeseen emergencies.
- Waterford Township Athletic Association, Atco Lions Football, and the Atco Lions Cheerleading Organization are exempt from submission date deadlines.
- Requests for Lighting MUST include a schedule for light coordination.

Rules and Regulations

1. Activities 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.
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. Park in designated areas only.
Please be considerate of residents who live adjacent to facilities.
Parking is strictly prohibited on private property and could result in fines.
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 by the applicant.
8. Alcoholic beverages are not to be consumed or distributed on the premises of any facility or field.
9. Smoking is prohibited on or within any 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. Applicants are responsible for 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.
14. All posted signs indicating maximum capacity must be adhered to.
15. With specific regards to the Fire Department facility:
 - a. Access will be restricted to the Training Room, Restrooms, and common hallways.
 - b. Tables, chairs, etc. are to be utilized for their intended purposes only and returned to the same condition and position in which they were found.
 - c. Dry erase boards must be wiped clean after use.
 - d. Trash cans must be emptied and all lighting turned off.
 - e. No food permitted.
 - f. A member of the Waterford Township Police Department, Fire Department, or a Designee will allow access to the facility.
 - g. No storage of any materials is permissible.
 - h. Parking is restricted to the Municipal Building lot and available street parking.

ATHLETIC FIELD/ FACILITY REQUEST

Name of Organization Club/League: _____

Contact Person and Position: _____

Address: _____

Town/State/Zip: _____

Phone Home _____ Work _____ Cell _____

E-Mail: _____

LIST OF FACILITIES & FIELDS:

Ritter Field

Hicks Field
Softball Field C
Babe Ruth Field D
Volleyball Court
Dek Hockey Rink
Basketball Court

Thomas Richards Field

Field A
Field B
Field C
Tennis Court
Basketball Court

Waterford Recreation Complex

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

Burnt Mill Complex

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

Municipal Building Court Room * Lions Park * Senior Center * Fire Department Meeting Room

Day of Week	Field/ Facility Requested	Lights Required?	Specific Date		Hours		Type of Activity Practice, Game, Camp, etc.
			From:	To:	From:	To:	

Additional Services Requested (additional fees may apply): _____

Equipment Requested (goals, bases, nets, etc.) _____

1. Signature and address of responsible party of organization who has full understanding 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, 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 facility, field, or portion of the field to be damaged or otherwise unable to be utilized, the permit holder should report this condition prior to usage.
8. The Township reserves the right to close any fields or facility for safety or property concerns. 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

Participant Roster (if known)

Participant Name	Participant Address	City, State, Zip	Date of Birth If applying for Youth Fee

Attach Additional Sheets if Necessary

****Rosters including Minor Participants NOT subject to OPRA****

****OFFICE USE ONLY****

Township Clerk

Date