

Facility Use Policy Bethlehem Township Recreation Commission

Section 1 - Introduction

- A. The Recreation Commission of Bethlehem Township ("the Commission" or "the Township") has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of Township Park facilities.
- B. The Commission reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the Park, the individual facilities of the Park, and the users and patrons of the Park.
- C. While fees as imposed by this policy and by Township Commission resolution may be waived in certain limited cases, it is the General Policy of Bethlehem Township that fees shall be charged in any instance where the facility user charges an entry fee, participation fee, or other fee.
- D. Although reserved use of park facilities is permitted by this policy and encouraged by the Township, the Recreation Commission shall allow any unreserved facility or portion of a facility to be made available for open, unstructured, public recreation activity on a first come/first served basis to residents of Bethlehem Township. During such periods (unreserved time), organized play, practice, and league activities shall not be permitted on the specified facility.
- E. The dedicated use of any facility or area shall be considered the priority use for that facility or area unless written permission for an alternate use has been obtained from the Recreation Commission Chair.

Section 2 - Priority of Users

Four priority categories of facility users are hereby created (Category 1 being the highest priority) and shall be considered in the allocation of facilities and scheduled times at the Park. The Township reserves the right to set priorities based upon, but not limited to, the following: the number of participants, the residency of participants, and the overall impact of the group or organization upon the established recreational needs of Bethlehem Township.

- A. **Category 1 - The Township.** The "Township" shall include all of the following:
 - 1. Activities of Bethlehem Township
 - 2. Events sponsored or co-sponsored by the Township, including the Recreation and Environmental Commissions.
- B. **Category 2 - Local Recreation Providers.** A "Local Recreation Provider" is defined as a non-profit or not-for-profit group organized for the primary purpose of providing and delivering recreational opportunities to the residents of Bethlehem Township regardless of whether or not a fee is charged. Such groups shall not enjoy this status unless **75% or more of the members/ participants** are residents of Bethlehem Township. A user or team roster including addresses is required for groups in this category and shall be reviewed with the Recreation Commission upon Facility Use Request submission. Any group in this category that has **75% or more of their members/participants** who are residents of Bethlehem Township will be entitled to reserve use of facilities free of charge. **Field preparation fees still apply.** Some exclusions may apply (see section 6).
- C. **Category 3 -Local, Civic, Business, and/or Educational Groups.** A "Local, Civic, Business, and/or Educational Group" shall include, but not be limited to, such organizations as the Lions Club, Rotary Club, etc., and affiliates of the Bethlehem Township School District, plus private and parochial schools located within Bethlehem Township boundaries. Such groups shall not enjoy this status unless **75% or more of the members/participants** are residents of Bethlehem Township, employers or employees of a Bethlehem Township business, or attendees of a defined school within the boundaries of Bethlehem Township. A team roster including addresses is required for groups in this category and shall be reviewed with the Recreation Commission upon Facility Use Request submission. Any group in this category that has **75% or more of their members/participants** who are residents of Bethlehem Township will be entitled to reserve use of facilities Monday through Friday, excluding holidays, including those observed by the Township, free of charge. **Field preparation fees still apply.** Some exclusions may apply (see section 6).
- D. **Category 4 - Other Contracted Organizations, Individuals, or Groups.** Any organization, club, individual, business, or group who does not fall within the definitions of prior categories shall be considered a Category 4 user under this Policy.

Section 3 - Facilities Reserved

- A. A facility shall be considered "reserved" upon the payment of the prescribed fee and the issuance of a Park Facilities Permit to be provided by the Recreation Commission; said permit to include ALL of the following:
 - 1. The name of the organization reserving the facility.
 - 2. The name, address, and phone number of the individual making application and contact person for the permit.
 - 3. The specific facility being reserved.
 - 4. The date of issuance.
 - 5. The date, time, and duration of the permit.
 - 6. The specific fee or fees charged and specific security deposit.
 - 7. All conditions assigned to the permit over and above the requirements of Township Ordinance or this Policy.

8. The signature of the Recreation Commission Chair or delegate.
9. The signature of the applicant for the permit agreeing to the conditions, restrictions, and waivers required and acknowledging that any such conditions, restrictions, and waivers have been met or will be met in connection with the event for which the permit has been issued.
- B. Rental requests/reservations will be accepted beginning January 1st for events in that calendar year. Reservations will not be accepted less than 7 days prior to the usage date. Each request shall be judged on its own merit.
- C. Full payment of fees is due at time of reservation.
- D. Security deposit, if required, is due fourteen (14) days prior to reservation date.
- E. Cancellation by the applicant/permit holder:
 1. All cancellations are subject to a \$10 non-refundable fee. Requests must be made in writing.
 2. For any cancellations less than fourteen (14) days prior to the event or activity, the entire fee is forfeited, however, the entire security deposit will be refunded.
- F. In the event of cancellation of an event by the Recreation Commission or its designee due to weather conditions which make the event/activity impossible, or to any Act of God beyond the control of the applicant/permit holder, 1) a credit may be given to the applicant; 2) a refund may be applied for to the Recreation Commission; or 3) the event may be rescheduled at the earliest available date.
- G. Any and all permits required (by State, County, municipality and/or other regulatory or governing body, e.g., Health Dept., Alcohol Bureau of Control, Department of Consumer Affairs, etc.) are the responsibility of the applicant requesting rental of the facility.

Section 4 - Sales on Park Property

Bethlehem Township reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property; including but not limited to: souvenirs, programs, parking permits, etc. The sale of such items is expressly prohibited without the approval of the Recreation Commission. **Food concessions must be approved by the Recreation Commission and follow all County and State Health (and Consumer Affairs) Department requirements.**

The right to grant a franchise to a third party for the sale of all goods specified is held exclusively by Bethlehem Township and no payment fee, percentage, or other remuneration shall accrue to the applicant/permit holder as a result of such a franchise without the approval of the Recreation Commission.

Section 5 - Waivers, Etc.

By recommendation of the Recreation Commission, Bethlehem Township reserves the right to waive policies in whole or in part; to waive restrictions and conditions; to impose restrictions and conditions; to require special security; to waive fees in whole or in part; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety, and welfare of the residents of this community and the users of the Park.

Section 6 - Fees & Charges

- A. The most recent schedule of fees and charges (see attached) for the use of park facilities, as approved by the Recreation Commission shall be appended to and made a part of this section.
- B. Any event or activity which the Fee Schedule of this Section indicates as "Subject to Negotiation" shall be subject to the provisions of Section 6-C of this Policy.
- C. Any Tournament, Camp, Play-off Series, Special Event, or Rental of Open Space or Parking Facilities shall be subject to negotiation of fee with the Recreation Commission.
- D. In any negotiated fee or agreement under Section 6 of this Policy, the actual fee for rental/use of a specific facility shall not exceed the maximum fee approved by the Commission, except that such negotiations may include consideration of in-kind services, special security needs, additional maintenance, or other contributions to the Township.

Section 7 - Alcohol/Tobacco in the Park

The sale, use, and possession of any controlled substance is expressly prohibited, including but not limited to, alcoholic beverages, beer, wine, and wine coolers and other spirits in all Parks in Bethlehem Township, except where applicant receives Township Commission approval, New Jersey state Alcohol Bureau of Control permit, and appropriate insurance. Smoking is prohibited on or within fifty (50) feet of any athletic field, play structure, or Bethlehem Township recreational activity.

Section 8 - Park Use Rules

- A. Glass beverage containers are not permitted on park premises.
- B. No unauthorized vehicles (including but not limited to All Terrain Vehicles, motorbikes, etc.) permitted on grass or paths, except for motorized wheelchairs and/or similar devices for the disabled.
- C. The sale, use and possession of any controlled substances is expressly prohibited, including but not limited to, alcoholic beverages, beer, wine, and wine coolers and other spirits except where applicant receives Township Commission approval, New Jersey state Alcohol Bureau of Control permit, and appropriate insurance.

- D. Smoking is prohibited on or within fifty (50) feet of any athletic field, play structure, or Bethlehem Township recreation activity.
- E. All pets must be on leash.
- F. No pets in playground area or on athletic fields.
- G. Pet owners are responsible for picking up and removing their animals' feces from any park area.
- H. More than 75 participants in an event, and renter must provide another port-o-john at cost to renter (including delivery and removal).
- I. No vehicles in park after closing.
- J. No golf allowed on park athletic fields.
- K. Deposit all waste in trash receptacles.
- L. Teams must have permit for field use.
- M. Children ages 12 & under should be supervised by an adult at all times.
- N. No parking on roadways.
- O. Hunting is not allowed.
- P. Fireworks and firearms of any kind are not allowed, except town sponsored events.
- Q. Defacing or removal of park property including wildlife (plant or animal) is prohibited.

Section 9 - Liability Insurance Requirements

- A. Individual Use – Defined as residents of Township using facilities for private functions with no outside vendor participation. A copy of a Homeowner, condo or tenants policy with a minimum of \$100,000 liability is required of individuals. Certificates shall be delivered to the Township’s Insurance Agent (address below) or their designee prior to the issuance of any permit under this Policy. (Section “A” waived).
- B. Individual Use with outside vendor participation - Whether Profit or Non Profit, businesses must provide Certificate of Insurance provided by insurance carrier with an “A” rating by A.M. Best. This certificate must indicate either Comprehensive General Liability Coverage or Named Operation and Location of not less than \$1,000,000 C.S.L. and naming Bethlehem Township, and its officers and employees as additional insureds.
- C. Business Use – Applicant whether Profit or Non Profit must provide Certificate of Insurance provided by insurance carrier with an “A” rating by A.M. Best. This certificate must indicate either Comprehensive General Liability Coverage or Named Operation and Location on not less than \$1,000,000 C.S.L. and naming Bethlehem Township, and its officers and employees as additional insureds.
- D. Certificates of Insurance shall state the following:
 - 1) The Contractor’s name and address
 - 2) The Policy Data
 - 3) That a minimum of 30 days cancellation notice shall be provided to the Certificate Holder
- E. A "conditional permit" may be issued by the Chairperson or their designee prior to the receipt of such insurance coverage; however, failure to provide such coverage not later than five (5) business days prior to a scheduled event shall result in revocation of the permit and cancellation of the event.
- F. The liability of Bethlehem Township for failure to honor an issued permit for use of facilities in any park as a result of power failure, act of God, condition of the facility, or other incident beyond the reasonable control of the Township shall be limited to:
 - 1. Providing a mutually satisfactory alternate date and/or time for the event or activity scheduled under the permit; or
 - 2. Refund of any monies received by the Township from the applicant/permit holder as a result of a specific permit.
- G. Liability waiver: Participants on teams must sign a “hold harmless” liability waiver indemnifying Bethlehem Township from any and all claims resulting from injuries, damages or losses sustained or associated with the program.

Bethlehem Township Insurance Agent:

Brown & Brown Insurance
 Phillipsburg Commerce Park
 222 Cameron Drive, Suite 140
 Phillipsburg NJ 08865

Sharon Cooper
 (908) 689-5964

Section 10 - Certification of Coaches

Priority consideration with category use groups will be given to those teams, leagues, associations, and organizations whose coaches have completed an approved certification course in their field of involvement with emphasis upon good sportsmanship, ethics, and good conduct.

Section 11 - Amendments

Amendments to this policy shall be made on recommendation from the Township Commission or Recreation Commission and approved by the Recreation Commission.

Section 12 - Definition of Passive Recreation

Passive Recreation is defined as non-organized activities, including but not limited to, walking, bike riding, picnicking, hiking, sun tanning, bird watching and kite flying.

Section 13 - Walking Trail Use

The Park's walking trail will be used for passive recreation purposes only.

Section 14 - Reservation Fees:

In order to qualify for the residency fee teams or leagues, as the case may be, must provide a certified roster that is comprised of at least a minimum of 75% residents from Bethlehem Township.

A. Base/Softball and Soccer Fields. The following fees are on a seasonal or per field/per game or use basis with a 2.5 hour maximum time limit per game.

USE FOR	RESIDENT*	NON-RESIDENT*
Huczko Field	\$15 per game / \$300 per season	2x resident fee - \$30 per game / 2x resident fee - \$600 per season

*Please note: However, if admission will be charged, that money has to be paid to us, as all money made at green acres fields goes back into maintenance of the property.

Section 15 - Speed Limit:

The following speed limit is established for all vehicles within all open space and recreational areas of the township: ten (10) miles per hour.

Section 16 - Removal of violators and confiscation of prohibited items:

The township police department, park ranger and/or any open space or recreational area personnel shall have the authority to eject from the open space or recreational area, any person acting in violation of this chapter and shall have the authority to seize or confiscate and impound any item or device prohibited under this chapter.

Section 17 - Violations – Penalties:

Any person or group, who violates or neglects to comply with any provision of this chapter or any regulation promulgated hereunder, shall, upon conviction thereof, be subject to these provisions. Each and every day that such a violation continues shall be considered separate and specific violation of this chapter.

Bethlehem Township Recreation Commission

Equipment/Facility Rental Agreement

Please fill out all information, sign, and attach reservation fee made payable to Bethlehem Township, and return to Bethlehem Recreation Commission, 405 Mine Road, Asbury, NJ 08802. Please read all information carefully before returning to Township.

Applicant/Group Representative:
Group/Organization:
Address
City, State & Zip Code
Phone Number:
Area/Equipment Requested:
Dates/Days/Times:
Weeks to be Used:
Hours Requested:
Purpose/Event:
Number of Attendees Expected:
"Best" reach number for applicant:
Email address:

The applicant agrees to pay a rental fee of \$ at time of reservation in order to confirm the date. Any damages, loss of equipment or improper cleanup will be charged to the rental party. The site or equipment will be inspected by Township staff at the end of the rental period. Users of facility must obey all rules and regulations. A copy of the rules and regulations are on the reverse side of this application.

Security Deposit, if required, is due fourteen (14) days prior to reservation date.

Cancellation Policy: All cancellations are subject to a \$10.00 cancellation fee. The rental fee minus a \$10.00 cancellation fee will be refunded. If cancellation occurs less than fourteen (14) days prior to the event, the entire fee is forfeited. Please see Facilities Use Policy for details.

FACILITY USE RULES:

- A. Please leave the park clean - sweep pavilion area, wipe off tables, and put refuse in designated containers. Special events (tournaments and large group gatherings) see Section 8.
B. This reservation is for the designated park facility only. Other park attractions and facilities are open to the public (i.e., the playground, fields, restrooms, etc.).
C. In the event the organization is an athletic league, the organization shall provide the Township with a complete schedule of all games and practices to be played at the Township facility.
D. In the event a Township event or function conflicts with an organization's use of the facility identified in this agreement, the Township's event or function shall have priority and the conflict will be resolved by the organization's rescheduling its use of Township's facility.
E. The Township shall have the absolute right and discretion to cancel this agreement and any permission granted to the organization to use Township facilities in the event the organization fails to fully satisfy the rules set forth in this agreement, provided, however, the Township shall give written notification to the organization of the specific rule infraction(s) and a reasonable time to correct any infraction(s) prior to cancellation.
F. Organizations shall be responsible for the supervision of parking and control of spectators.

Any and all permits required (by State, County, municipality and/or other regulatory or governing body, e.g., Health Dept., Alcohol Bureau of Control, Department of Consumer Affairs, etc.) are the responsibility of the applicant requesting rental of the facility.

Signature of Applicant
Print Name Here
Date
Bethlehem Township
Print Name Here
Date

For Township Use Only
Security Deposit Rec'd On:
Reservation Fee Rec'd On:
Confirmed By:
Confirmed by:
Insurance Certificate? Yes No Insurance Not Requested