

THE TOWNSHIP OF LOPATCONG
232 S. Third St
Phillipsburg, New Jersey 08865

REQUEST FOR USE OF ATHLETIC FIELDS AND FACILITIES

All persons or organizations requesting use of fields or facilities must furnish the following applicable information. A letter will be sent indicating approval or disapproval after review by appropriate parties. Requests must be submitted 30 days prior to use or 90 days for a tournament.

Name of Organization:

Person(s) Responsible:

Address of Organization:

Phone Number: _____

Email Address: _____

The Township of Lopatcong reserves the right to close fields or facilities if conditions warrant this action

FIELD OR FACILITIES TO BE USED

Township Park:
(Specify field or facility) _____

Other (Specify): _____

Date(s) Required: _____

Time of Day: _____

Purpose for Use: _____

Attendance Expected: _____

Please indicate if organization consists of Township Residents (over 70%) or Non-Township Residents.

Number of Participants: _____

Number of Township Residents: _____ Percentage: _____

Number of Non-Township Residents: _____ Percentage: _____

Age/Age Range of Participants: _____

Fees and a security deposit may be assessed for use of fields or facilities. A Fee Scheduled can be obtained from the Town Clerk. Fees are not due until written approval is given with due date indicated.

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RULES GOVERNING USE OF FIELDS AND FACILITIES

- A. Use of any active recreation area by a group of more than 10 participants is authorized by permit only.
- B. Alcoholic beverages or controlled substances of any kind are prohibited.
- C. Smoking is prohibited on any recreational field owned by the Township.
- D. Profane, loud, threatening, insulting, indecent and abusive language is prohibited.
- E. Amplifiers for music, announcements or otherwise shall not be unreasonably loud.
- F. Athletic fields/facilities may not be used before 8:00 a.m. or after dusk, except where lights are utilized. Lights shall be turned off as soon as the pickup of players allows.
- G. All trash shall be placed in proper receptacles. Users shall leave the facility in the same condition in which it was found, or better.
- H. Concession sales are by separate permit only in compliance with all Township ordinances.
- I. Warm-ups for the next scheduled event must be performed so as not to interfere with an existing event and so as not to endanger the welfare of all participants, spectators and facilities.
- J. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents.
- K. Any group that desires a "port-o-john" at a site must gain approval from the Recreation Director. The Department of Public Works shall be responsible for the site location. Complaints about the portable facility shall be made to the Recreation Director.
- L. Clothes shall be changed in rest rooms only.
- M. All participants, including instructors, coaches, officials and players, shall provide evidence of insurance in such form and amounts as may be required by the Township's CFO.
- N. All team sport members shall adhere to the LAA's Code of Conduct.
- O. Please see Chapter 157, Article II of the Ordinance Book of the Township of Lopatcong for all rules and regulations governing the use of fields and facilities.

PLEASE PROVIDE A CERTIFICATE OF LIABILITY INSURANCE

General Liability Coverage Required - \$1MM/Occurrence, \$2MM/Aggregate
Showing Township of Lopatcong, Warren County, NJ as Certificate Holder/Additional Insured

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I agree, on behalf of the indicated organization, that all members and guests will observe the regulations and that we, individually and as an organization, will assume full financial responsibility for any and all damages to property during the indicated period of use. We also agree that our organization will, at all times hereafter indemnify the Township of Lopatcong against any loss, damage, or expense of any kind, which said Township may sustain or incur because of use of the above discussed facilities by our organization and we will further hold said Township harmless for loss of any kind in connection herewith.

Requesting Party Signature: _____

Date of Request: _____

(Written approval/rejection will be provided promptly)

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