



FIELD USE APPLICATION

(908)753-8000 ext 270
recreation@warrennj.org
PLEASE PRINT

Organization _____

Responsible Person/Position _____

Address _____ Email _____

Town _____ State _____ Zip _____

Phone (Home) _____ (Emergency Cell) _____

Description of Activity _____

Dates Requested _____

Hours Requested From _____ To _____ (Attach season request)

Will Admission Be Charged? Yes _____ No _____ If yes, how much? _____

of Participants _____ # of Warren Township Residents _____ Youth or Adult (Circle)

Name of Insurance Carrier _____ Received

Amount of Insurance _____ Expiration Date _____

SEE INSTRUCTIONS FOR INSURANCE CERTIFICATE WORDING ON NEXT PAGE

Facility Requested (Circle):

- Municipal Multipurpose (Library) Field - M7 Duderstadt Fields - (Dubois Road)D1 (Grass) D2 (synthetic)
- Municipal Ball Fields - M1 M2M3 M4 M5 M6 Pop Warner Football - Game Field Practice Field
(Old Stirling Road) (Synthetic) (Grass)
- Greenwood Meadows – Multipurpose Field Softball field

Field Rental Fees

Warren Township Residents: FREE Warren Township Nonprofit Approved Community Groups: SEASONAL FREE
Non-residents and Private Groups: See Ordinance# 2-20.4b or www.warrennj.org/wtrec under FORMS

Signature of Responsible Person _____ Date _____

The signee guarantees that all coaches are up to date on township requirements See Field Use Agreement (Resolution # AO634225) by signing the permit you confirm that you have received a copy of the Field Use Agreement and agree to abide by the policies.

(FOR TOWNSHIP USE ONLY)

Recommendation of Recreation Commission: Approved _____ Disapprove _____

Authorized Signature _____ Date _____

Recommendation of Township Administrator: Approved _____ Disapprove _____

Authorized Signature _____ Date _____

Special Licenses needed:

Special Comments:

Fee:
Date Paid:
Check #:

NEW - Please send a copy of your certificate of insurance (1) naming “The Township of Warren, it’s elected and appointed officers, agents, employees and volunteers as additional insureds with regard to use of the fields.” To Warren Township, 46 Mtn. Blvd., Warren, NJ 07059.

Plus a second certificate for:

“County of Somerset, Somerset County Parks Commission: 355 Milltown Rd. Bridgewater, NJ 08807,” naming (SCPC and the County of Somerset, its elected & appointed officers, agents, volunteers, and employees are an additional insured with regard to use of County Fields in Warren Township.)

Ordinance #2-20.5b Use of Fields.

1. The superintendent of public works, or the superintendent's designee ("superintendent" hereinafter), shall, after consultation with the recreation director, determine when a township athletic field cannot be utilized for any purpose based upon the existing wetness of the field, other conditions of the field, expected weather conditions during the time of the proposed use, and other safety or maintenance considerations. Any field determined by the superintendent to be unavailable for use shall have posted thereon a notice as to such determination.
2. The superintendent shall be responsible for all maintenance of township athletic fields. No maintenance or repairs of a township recreational field shall be performed unless it is conducted by the Warren Township Public Works Department or others under the direction of the superintendent or the superintendent has given his prior specific approval of the same.
3. In the event that a coach, assistant coach or any other party in charge of an athletic team utilizes an athletic field which has been closed by the superintendent, that individual will be prohibited from coaching or being involved in any athletic function using a township athletic field until the board of recreation commissioners again allows that individual to perform those duties on township athletic fields.
4. Individuals, other than teams recognized or organized by the board of recreation commissioners utilizing township athletic fields when the same have been closed by the superintendent shall be viewed as trespassers on township property and prosecuted under state law as such.
5. Any individual operating a motorized vehicle on a township athletic field shall be viewed as a trespasser on township property and prosecuted under state law as such.

All applicants requesting use of facilities and equipment must observe the following guidelines & requirements:

1. The applicant must leave the facility or equipment in a clean and orderly condition. All trash must be properly disposed of.
2. Prohibited Items: Beer, wine, alcoholic beverages, firearms, tobacco products and illegal drugs are NOT allowed within Township parks, fields, and facilities. Only water is allowed on turf fields. Absolutely NO SMOKING on any township property, which includes fields or sidelines. No dogs allowed on sports fields.
3. Decorations: All forms of decoration must be approved by the Recreation Director or a designee prior to placement. Decorations must not be taped, nailed, tacked, or otherwise attached to any tables, walls, ceilings, or any other portions of the buildings, fence or equipment.
4. Liability: The Warren Township Recreation Commission and Township of Warren assumes no liability for the applicants use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Town harmless from any claim, liability, damage, loss or expense arising out of any activity or conduct of the applicant while using the field or of facility in question. Warren 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 of Warren with limits of \$1,000,000.00 combined single limit with an aggregate of \$2,000,000.00. A certificate of liability insurance must be filed with the Township at least five days prior to the use of Township facilities. (see permit instructions)
5. Non-profit entities: Township of Warren facilities and equipment may be used for fund-raising activities provided such activities are not for private purposes or profit. Entry fees may be charged for events and tournaments provided that all proceeds benefit the non-profit organization. In all cases, the Township of Warren requests a signed financial account of actual expenses and revenues within 7 days after the event. All use of township facilities for fundraising purposes must be approved by the Township Committee.
6. Activities for Profit: Admission may not be charged for entrance into Town-owned or controlled areas and facilities by private individuals and/or for profit organizations. Special exemptions may be made when the Recreation Commission enters into a cooperative agreement with an organization. In most cases, the Recreation Commission will require the co-sponsoring agency to pay to the Township of Warren a percentage of gross receipts, normally 20%. If conditions warrant, the Recreation Director may alter this amount.
7. Damages: Any and all damages to the facilities, equipment, and other Township of Warren property, while being used by the applicant, will be the responsibility of the applicant and payable in full to the Township of Warren. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities, fields, equipment or property. The Recreation Director or Township Administrator reserves the right to decline a permit to patrons who have incurred damages to Township of Warren property previously.
8. Policy of Non-Discrimination: Township of Warren facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affectional preference or marital status. The Township of Warren does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.
9. ADA Statement: Although specific programs for persons with disabilities are limited, the Warren Recreation Commission is committed to providing equal access to programs and facilities for these individuals. Reasonable accommodation and support can be requested to provide access to desired programs and activities. Requests should be made at least 10 days in advance. In addition, where a need is demonstrated and resources are available every reasonable effort will be made to establish specific programs for persons with disabilities.

The individual signing this lease agreement and the accompanying permit is responsible for ensuring that all policies included in the Warren Township Recreation Commission’s Field Use Agreement is followed. The representative should notify the Recreation Department immediately if there are any maintenance/safety issues or damage to fields that need to be addressed.