

**WARREN TOWNSHIP RECREATION  
FACILITY USE APPLICATION**

908-753-8000 ext. 270  
[recreation@warrennj.org](mailto:recreation@warrennj.org)  
PLEASE PRINT

*Facility requests and insurance certificates (and payment if applicable) should be submitted to the Recreation Office at least seven business days prior to start date.*

Organization \_\_\_\_\_

Responsible Person/Position \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Number \_\_\_\_\_

Description of Activity \_\_\_\_\_

Dates Requested \_\_\_\_\_

Hours Requested: From \_\_\_\_\_ To \_\_\_\_\_  
*(Attach season request if multiple dates and facilities requested)*

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 ON NEXT PAGE**

**Sport Facility Requested (Circle):**

- Municipal Area (46 Mtn. Blvd.)
- Multipurpose (Library) Field - M7
- Ball Fields - M1 M2 M3 M4 M5 M6
- Basketball Courts (circle number of courts needed)- 1 or 2
- Tennis Courts (circle number of courts needed) - 1 2 or 3
  
- Duderstadt Fields (Dubios Road)
- D1 (Grass) D2 (Synthetic)
  
- Pop Warner Football Field (Old Stirling Rd)
- Game Field (Synthetic) Practice Field (Grass)
  
- Greenwood Meadows Area
- Multipurpose Field
- Softball field
- Tennis Courts (circle number of courts needed)- 1 or 2

**Other Facilities Requested (Circle):**

- Pavilion (46 Mtn. Blvd.)
  
- Parking Lots
- West Town Hall
- Library
- Baseball Field
- Elks Trail (paved area only)
  
- Trails
- Dealaman Nature Pond
- Stransky
- Glenhurst
- Codington
- Hofheimer
  
- Other: \_\_\_\_\_

**If you selected any sport facility or other facility please sign section A. If you circled Pavilion, please sign section B.**

A.) Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

*By signing the permit, you confirm that you have received a copy of facility use guidelines and agree to abide by the policies. (Sport Groups only- The signee guarantees that all coaches are up to date on township requirements Sport Recognition Policy (Resolution # 2018-102).)*

B.) Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

*By signing the permit, you confirm that you have received a copy of the facility use guidelines and the Pavilion Rental Rules and agree to abide by the policies.*

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**(FOR TOWNSHIP USE ONLY)**

Recommendation of Recreation Director: Approved \_\_\_\_ Disapprove \_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Township Administrator: Approved \_\_\_\_ Disapprove \_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee:

Date Paid:

Check #:

*Special Licenses Needed:*

*Special Comments:*

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**Pavilion and Field Usage Fees: Ordinance #2-20-4b**

Fees can be viewed under the Township Ordinances or on [www.warrennj.org/recreation](http://www.warrennj.org/recreation)

**Insurance Certificates:**

- **Certificate of Insurance** (I) naming “The Township of Warren, its elected and appointed officers, agents, employees and volunteers as additional insureds with regard to use of the fields and facilities.” To Warren Township, 46 Mtn. Blvd., Warren, NJ 07059.
- **Second certificate needed if you are requesting use of the Duderstadt Fields or the Pop Warner Football Fields:** “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.)
- **If you are a homeowner,** utilizing facilities for private functions must provide a copy of their Homeowner’s Declaration page.

**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 sport 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:** Warren Township Recreation and the 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 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 above for wording.)
- 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 Entities:** 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 Warren Recreation enters into a cooperative agreement with an organization.
- 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 the facilities, fields, equipment or property. The Recreation Director or the 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, creed, national origin, physical or mental disabilities, political affiliation, affectional preference, sexual orientation, marital status or any other status protected by law. 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, Warren Recreation 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 facility agreement and the accompanying permit is responsible for ensuring that all policies in Warren Township Recreation's Facility Use agreement is followed. The representative should notify Warren Recreation immediately if there are any maintenance/safety issues or damage to fields that need to be addressed.***

## **Use of Field Rules: Ordinance #2-20.6**

- 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 Township again allows that individual to perform those duties on township athletic fields.
- 4.) Individuals, other than teams recognized or organized by the Township, 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.

## **Pavilion Rental Rules**

### ***Pavilion & park closes at dusk***

1. You must complete a permit and attach a **copy** of your certificate of insurance or homeowner's insurance.
2. To use the Pavilion bathroom, please go to the Police Station and present your approved pavilion rental permit. You will leave your driver's license to get the key. Please leave the bathroom clean. Once you return the key, you will get your license back.
3. Electrical outlet located under Pavilion bulletin board and next to door.
4. NO BBQ's.
5. NO consumption of alcoholic beverages in the recreation area per Ordinance #3-13.1
6. NO bounce apparatus.
7. NO parking on grass. Parking may be an issue during baseball season. Alternative is to park in lot in the Municipal Complex by Town Hall and the Library.
8. You may bring your own food. You may have your event catered but must talk with Recreation Director prior to event. Additional permits for catering will be needed from the Board of Health and the Fire Department.
9. If your garbage does not fit in the garbage cans, you must take garbage with you when you leave.
10. If you move picnic tables, please put them back where you found them.
11. Must share the playground with residents. You do NOT have exclusive usage of these facilities.
12. For usage fees, go to [www.warrennj.org/recreation](http://www.warrennj.org/recreation).
13. Renter is responsible for any damages to the premises.