

**2017 FIELD USE PERMIT PROCEDURE**

Return the signed permit with a check payable to:

**Montville Recreation Department**

in the amount of \$ \_\_\_\_\_

(a copy of the fee schedule is listed below for your review).

**MONTVILLE TOWNSHIP'S – CERTIFICATE OF INSURANCE**

For INDIVIDUAL and/or GROUP use of PUBLIC FACILITIES the Sponsor must provide a certificate of insurance showing limits of \$1,000,000.00 per loss for general liability. **Under Description of Operations the certificate must include the group name, facility or field being used, date(s) of use and the following wording:**

**“The township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are named as an additional insured, on a primary and non-contributory basis, for any claims resulting from the use of Montville Township property.”**

**CERTIFICATE HOLDER (box in bottom left corner of certificate should state)**

TOWNSHIP OF MONTVILLE  
195 CHANGE BRIDGE Road  
Montville, NJ 07045

Page 2 of the Hold Harmless section on the application ***MUST*** be completed and signed by the responsible party and or organization responsible for the rental.

Return address is: Montville Recreation Dept.  
195 Change Bridge Road Montville, NJ 07045.

The signed and paid permit will be validated and emailed back to you for your use. You are required to post your permit on the permit clip board at the facility you are using. The permit will discourage the general public from using the facility during your scheduled time. If you should experience a conflict, please first contact our Park Monitor Ken Sudol or the Police Dept. if it becomes necessary.

**Cancellation:** If you decide not to use the scheduled date(s), **PLEASE** contact the Recreation Dept. so that we may make the date(s) available for another group. **YOU WILL NOT RECEIVE A REFUND OR CREDIT UNLESS YOU EMAIL A CANCELLATION REQUEST 24 HOURS IN ADVANCE OF YOUR SCHEDULED DATE(S).**

Any questions, please call the Recreation Director at: 973-331-3344 OR  
Email [ldent@montvillenj.org](mailto:ldent@montvillenj.org)

2017

Office Use Only: Google \_\_\_ CERT \_\_\_ Payment Rcv'd. \_\_\_ Permit Dist'd. \_\_\_

**MONTVILLE TOWNSHIP APPLICATION for FIELD USE**

*Township facilities are drug and alcohol free!*

**Township Ordinance prohibits consumption of alcoholic beverages on Township property!**

Montville Township Parks and Recreation Department  
195 Change Bridge Road, Montville, NJ 07045

Office Phone: 973-331-3344 Township Fax: 973-402-0787 Email: [ldent@montvillenj.org](mailto:ldent@montvillenj.org)  
Park Monitor Ken Sudol: 973-879-5571 POLICE Department: 973-257-4300

**APPLICATION PROCEDURE:**

1. Completed application should be submitted at least two weeks (10 working days) prior to scheduled facility use date.
2. Sponsor must provide a certificate of insurance showing limits of \$1,000,000.00 per loss for general liability. This certificate must have the following wording: "The Township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are named as an additional insured, on a primary and non-contributory basis, for any claims resulting from the use of Montville Township property".
3. Sponsor must also sign a "Hold Harmless" agreement which protects the municipality from any liability, which may occur during the time the facility, is being used (on the back of this form).
4. Completed application, insurance certificate and appropriate fee must be submitted to the Montville Township Parks and Recreation Department at the above address prior to use of the facility.

**INFORMATION on Group Sponsor:**

1. NAME OF APPLICANT OR ORGANIZATION \_\_\_\_\_
2. TYPE OF ORGANIZATION (ex. Community/School/Municipal/Civic/Individual/Other) \_\_\_\_\_
3. CONTACT PERSON \_\_\_\_\_
4. ADDRESS \_\_\_\_\_
5. CITY/STATE/ZIP \_\_\_\_\_
6. PRIMARY TELEPHONE \_\_\_\_\_ CELL # \_\_\_\_\_
7. EMAIL ADDRESS \_\_\_\_\_
8. PLEASE CIRCLE FEES THAT APPLY      RESIDENT      NON-RESIDENT

**FIELD REQUEST options:**

**1. LOCATION/S DESIRED**

- \_\_\_ Camp Dawson, 80 Jacksonville Road, Towaco 07082 (2 turf fields)
- \_\_\_ Etta Konner Park, Walnut and Parkway Drives, Pine Brook 07058 (softball field)
- \_\_\_ Montville Community Park, 130 Change Bridge Road, Montville 07045 (6 lighted fields – 4 grass & 2 turf)
- \_\_\_ Masar Park, Boonton Ave, Boonton - GPS 12 Kingsland Road, Boonton 07005 (lighted SB field & Roller Rink)
- \_\_\_ Manchester Park/Michelle Sullivan Field, 33A Buckingham Circle, Pine Brook 07058 (softball field)
- \_\_\_ Municipal Field, 86 River Road, Montville 07045 (3 lighted fields – 2 baseball & 1 softball)
- \_\_\_ Reilly Park, 4 Hewlett Road, Towaco 07082 (baseball field)

**2. CIRCLE & LIST FIELD #(S) FOR GRASS OR TURF** - Grass \_\_\_\_\_ Turf \_\_\_\_\_ Softball \_\_\_\_\_ Baseball \_\_\_\_\_

**3. LIGHTS NEEDED?** Yes \_\_\_\_\_ No \_\_\_\_\_ **SPECIFY TIME FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**4. DAY(S) OF WK.** \_\_\_\_\_ **HRS: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_ **DATES** \_\_\_\_\_  
*(Typed Attachments listing specific facility or field #'s, dates and times are acceptable if many dates are involved)*

**RAIN DATE(S)** \_\_\_\_\_ **\*\*\*Additional \$25 fee for Pavilion rain date requests**

**5. PURPOSE OF USE:** \_\_\_\_\_

**Once the permit is validated, the sponsor needs to do the following:**

1. Sponsor of this permit **MUST** have it available as proof of authorized facility use. This permit **MUST** be produced on demand by any Township Official (Police Officer, Municipal Employee, etc.) to verify authorized use of a facility. Failure to do this may result in removal of the group from the facility and/or denial of future use of Township facilities.
2. After the scheduled activity please police the area for garbage which should be bagged and placed in or near the appropriate container.
3. Please police area for articles of clothing and/or personal items left behind by the activity participants.
4. Please contact the Recreation Dept. after the activity to report any damage or facility conditions that need attention.
5. **Montville Township Endorsed Event – please complete the “Township Endorsed Events Services Request Form A”.**

**HOLD HARMLESS AGREEMENT**

I sign this Hold-Harmless as my voluntary act and by this act agree to hold the Township of Montville harmless and indemnify the Township of Montville from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of:

a. List Group Name \_\_\_\_\_

Any guest, invitee, licensee, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described on the permit) on the scheduled date.

**I state that the activity listed above WILL NOT include the consumption of alcoholic beverages.**

“I/we agree to indemnify, defend, and hold harmless the Township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees, from and against any and all liability arising out of the use of Township property, whether such liability is direct or vicarious, resulting in injury, death or property damage to any person or entity. I/we further agree to indemnify and defend any all indemnities for their own negligence, regardless of whether such negligence is responsible wholly or in part, for the damages suffered. This provision shall be construed as broadly in favor of indemnification as permitted by New Jersey law.”

**\*\*LEGAL SIGNATURE** \_\_\_\_\_

SPONSOR/ADULT USER'S NAME \_\_\_\_\_

on behalf of \_\_\_\_\_  
(Organization's Name)

Active email address (for person requesting this facility) \_\_\_\_\_

**For Official Use Only - (to be signed by Montville Township official)**

Authorized By \_\_\_\_\_ Title: Director Date \_\_\_\_\_

**CONDITIONS:**

This permit will become null and void if the conditions listed on this application are not met and/or are in violation of the rules and regulations as set forth by Montville Township's ordinances and/or Recreation Department's park policy.

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**OFFICE USE ONLY:**

**FIELD USE PERMIT for 2017**

*Must be validated by an authorized signature and imprinted with Montville Township Parks and Recreation Department stamp.*

Department Stamp Permit Approval Date \_\_\_\_\_

Facility use fee: \$ \_\_\_\_\_ *check#* \_\_\_\_\_ *Cash* \_\_\_\_\_

Certificate of Insurance Enclosed: Yes \_\_\_\_\_ No \_\_\_\_\_



Authorized Signature \_\_\_\_\_, Recreation Department Director Date \_\_\_\_\_

## Park/Facility Fees 2017

<u>Facility</u>	<u>Amenities</u>	<u>Use Hours</u>	<u>Resident</u>	<u>Non-Resident</u>
<b>CAMP DAWSON</b>				
Turf field (per field charge)	without lights	hourly	\$ 100.00	\$ 200.00
	with lights	hourly	\$ 200.00	\$ 400.00
Camp Dawson Gazebo		up to four hours	\$ 50.00	\$ 100.00
		four or more hours	\$ 100.00	\$ 200.00
<b>COMMUNITY PARK-(SEE ATTACHED FOR TURF/FIELD #'S TO SPECIFY ON APPLICATION)</b>				
Athletic field (per field charge)	without lights	hourly	\$ 50.00	\$ 100.00
	with lights	hourly	\$ 100.00	\$ 200.00
Turf field	without lights	hourly	\$ 100.00	\$ 200.00
	with lights	hourly	\$ 200.00	\$ 400.00
Pavilion	with electric/water	up to four hours		
		12 to 50 people	\$ 100.00	\$ 200.00
		51-100 people	\$ 150.00	\$ 250.00
		four or more hours		
		12 to 50 people	\$ 200.00	\$ 400.00
		51-100 people	\$ 250.00	\$ 450.00
<b>**\$25.00 fee to hold a Rain Date</b>				
Basketball court (per court rate)	lights are on a timer	two hours	\$ 50.00	\$ 100.00
Amphitheater	with electric	up to four hours	\$ 50.00	\$ 100.00
		four or more hours	\$ 100.00	\$ 200.00
<b>Field House – no rental for private use</b>				
<b>ETTA KONNER</b> Ball field	no lights	two hours	\$ 50.00	\$ 100.00
<b>JOHN STREET</b>				
Ball field	no lights	two hours	\$ 25.00	\$ 50.00
Basketball court	no lights	two hours	\$ 25.00	\$ 50.00
<b>MASAR PARK</b>				
Ball field	without lights	two hours	\$ 50.00	\$ 100.00
	with lights	two hours	\$ 100.00	\$ 200.00
<b>MUNI FIELDS</b>				
(per field charge)	without lights	two hours	\$ 50.00	\$ 100.00
	with lights	two hours	\$ 100.00	\$ 200.00
<b>REILLY PARK</b>				
Ball field	no lights	two hours	\$ 50.00	\$ 100.00
Masar Park Roller Rink	no lights	two hours	\$ 50.00	\$ 100.00
<b>Michelle Sullivan</b>				
Ball Field	no lights	two hours	\$ 50.00	\$ 100.00

**OPEN ACCESS ROAD OR  
PARKING AREA.**



Garden Access Only (ACCESS BY PERMIT ONLY)

Bocce Ball - Parking Area

Bocce Ball

Horseshoe Pits

Volleyball Court

Playground

Garden Parking (BYPERMIT ONLY)

Community Garden

Field 4

Field 3

Amphitheater

Field 5

Field 6

Field 7

Parking Area 1

Basketball Court

Basketball Court

Field House

Field 1

Field 2

Changebridge Rd

123

127

129

Changebridge Rd

199

197

Auxiliary