

2023 FIELD USE PERMIT APPLICATION PROCEDURE

To inquire about field or facility availability, please e-mail pgriffin@montvillenj.org or call 973-331-3358. To reserve an available field or facility, please return a signed permit application, Certificate of Insurance and a check made payable to:

Montville Recreation Department
195 Changebridge Road
Montville, NJ 07045

For individual and/or group use of public facilities, the sponsor must provide a Certificate of Insurance (sample provided) 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 contain 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."

Under **CERTIFICATE HOLDER** (box in bottom left corner), certificate **MUST** state:

Township of Montville
195 Changebridge 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.

Once approved, the signed and paid permit will be validated and emailed back to you. 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 during your event, please first contact the Recreation Director (cell # is listed on top page of permit) or the Police Dept. 2nd if necessary.**

CANCELLATIONS: If you decide not to use your scheduled dates, please contact the Recreation Department so that we may make the date(s) available to other groups. 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 e-mail ldent@montvillenj.org.

2023

Office Use Only: Google _____ Ins. Cert. _____ Payment _____ Permit Dist'd _____

MONTVILLE TOWNSHIP FIELD USE PERMIT APPLICATION

Township facilities are drug and alcohol free!

Township Ordinance prohibits consumption of alcoholic beverages on Township property!

Montville Township Parks and Recreation Department

195 Changebridge Road, Montville, NJ 07045

Phone: 973-331-3344 Fax: 973-402-0787 Police: 973-257-4300

Lori Dent, Recreation Director – cell: 973-583-7932, e-mail: ldent@montvillenj.org

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 (i.e., Community/School/Municipal/Civic/Individual/Other) _____
3. CONTACT PERSON _____
4. ADDRESS _____ CITY _____ STATE _____ ZIP _____
5. PRIMARY TELEPHONE # _____ CELL # _____
6. EMAIL ADDRESS _____
7. FEES THAT APPLY _____ RESIDENT _____ NON-RESIDENT

FIELD REQUEST OPTIONS (Check all that apply)

MONTVILLE COMMUNITY PARK, 130 CHANGEBRIDGE ROAD (1 LIGHTED TURF/4 GRASS FIELDS)

Grass Fields (Lighted) _____ #1 _____ #2 _____ #3 _____ #4 (SEE MAP)

Turf Field (Lighted) _____ #5 (1/2 field) _____ #6 (1/2 field) _____ #7 (full field) (SEE MAP)

CAMP DAWSON, 80 JACKSONVILLE ROAD (2 LIGHTED TURF FIELDS)

_____ Turf Field #1 (Jacksonville Road Side) _____ Turf Field #2 (Barn Side) (SEE MAP)

BASEBALL/SOFTBALL FIELDS (Various Locations – See Directions Attached)

_____ Masar Park, Boonton Ave, Boonton - GPS 12 Kingsland Road, Boonton 07005 (lighted softball field, pickleball court & roller rink)

_____ Reilly Park, 4 Hewlett Road, Towaco 07082 (baseball field)

_____ Manchester Park/Michelle Sullivan Field, 33A Buckingham Circle, Pine Brook 07058 (softball field)

_____ Municipal Fields, 86 River Road, Montville 07045 (3 lighted fields – 2 baseball & 1 softball)

_____ Etta Konner Park, Walnut and Parkway Drives, Pine Brook 07058 (softball field)

BASKETBALL, PICKELBALL, BOCCE, VOLLEYBALL, HORSESHOE (MONTVILLE COMMUNITY PARK)

_____ BB Court #1 _____ BB Court #2 _____ BB Court #3 _____ Pickleball _____ Bocce _____ Volleyball Court _____ Horseshoe

PURPOSE OF USE: _____

DAY(S) OF WEEK REQUESTED: _____ DATES: _____ TIMES NEEDED: _____

(If you are requesting more than one date, please attach a schedule specifying facility or field #'s, dates and times)

RAIN DATE(S) (IF APPLICABLE): _____ LIGHTS NEEDED? Yes _____ No _____ IF YES, TIMES NEEDED: _____

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. 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: Recreation 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.

OFFICE USE ONLY:

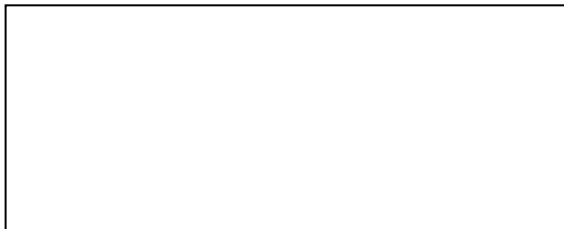
FIELD USE PERMIT 2023

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 _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Insurance Company's Name Here	CONTACT NAME: PHONE (A/C No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER A :														
INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
INSURED Your Name/Company Name Here														

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBM INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Personal Liability GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Indicate what your company is doing, ie. Company Softball Game, in addition to the following wording MUST be included:

"The Township of Montville, it's departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are names as an additional insured, on a primary and non-contributory basis, for any claims resulting from the use of Montville Township property."

CERTIFICATE HOLDER Montville must be listed as the certificate holder as follows: Township of Montville 195 Changebridge Road Montville, NJ 07045	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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2023 FIELD/FACILITY FEES

<u>FACILITY</u>	<u>LIGHTS</u>	<u>USE HOURS</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
CAMP DAWSON				
Turf fields	without lights	hourly	\$ 100.00	\$ 200.00
(per field charge)	with lights	hourly	\$ 200.00	\$ 400.00
MONTVILLE COMMUNITY PARK (see attached for turf/field #'s to specify on application)				
Athletic fields	without lights	hourly	\$ 50.00	\$ 100.00
(per field charge)	with lights	hourly	\$ 100.00	\$ 200.00
Turf field	without lights	hourly	\$ 100.00	\$ 200.00
	with lights	hourly	\$ 200.00	\$ 400.00
ETTA KONNER				
Ball field	no lights	two hours	\$ 50.00	\$ 100.00
JOHN STREET				
Ball field	no lights	two hours	\$ 25.00	\$ 50.00
Basketball court	no lights	two hours	\$ 25.00	\$ 50.00
MASAR PARK				
Ball field	without lights	two hours	\$ 50.00	\$ 100.00
	with lights	two hours	\$ 100.00	\$ 200.00
MICHELLE SULLIVAN				
MANCHESTER PARK				
Ball field	no lights	two hours	\$ 50.00	\$ 100.00
MONTVILLE MUNICIPAL FIELDS				
Ball fields	without lights	two hours	\$ 50.00	\$ 100.00
(per field charge)	with lights	two hours	\$100.00	\$ 200.00
REILLY PARK				
Ball field	no lights	two hours	\$ 50.00	\$ 100.00
<u>BASKETBALL/PICKLEBALL COURTS, ROLLER RINK</u>				
MONTVILLE COMMUNITY PARK				
Basketball/Pickleball court	lights are on	hourly	\$ 50.00	\$ 100.00
(per court charge)	a timer			
MASAR PARK				
Roller Rink/Pickleball court	no lights	two hours	\$ 50.00	\$ 100.00

Montville Community Park Fields

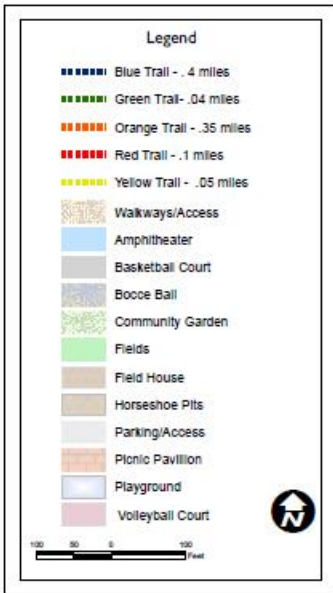
130 Change Bridge Road, Montville, NJ (Block 124, Lot 12, Acres 84.01)

One lighted artificial turf field, four lighted athletic grass fields, three lighted basketball courts, three lighted pickleball courts, horseshoe pits, bocce courts, volleyball court, playground & walking paths. The park is located across the street from the Lazar Middle School. At Rt. 287 north #47 exit ramp turn left onto Route 202 north. At next traffic light (Exxon Gas Station) turn right onto Change Bridge Road. Travel 2 miles. Park entrance on the left.



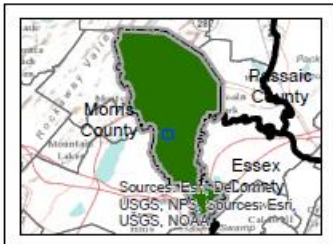
Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Swi (Italy), Bing, Mapbox, © OpenStreetMap contributors, and the GIS User Community, ground, cart, DigitalGlobe, GeoEye, Earthstar Geographics, CNR/Airbus DS, USDA, USGS, AeroGRID, IGN, IGA, swisstopo, and the GIS User Community, Esri, HERE, DeLorme, Mapbox, © OpenStreetMap contributors

Community Park Map
Montville Township



Data Sources:
NJGIN - Boundaries, Transportation, Parcels
ESRI - Basemap

Prepared By:
Ryan Conklin PE/AICP, CFM, GISP
Montville Township Principal Planner



Camp Dawson Turf Fields

80 Jacksonville Road, Towaco, NJ (Block 24.2, Lot 51, Acres 23.40)

Two lighted artificial turf fields. At Rt. 287 north #47 exit ramp turn left onto Route 202 north. Travel 2 miles To Towaco Center. Before the road dead ends, turn left onto Jacksonville Road. Travel 1mile, park entrance on left.



Montville Municipal Ball Fields

86 River Road, Montville, NJ (Block 123, Lot 13, Acres 13.7)

Three lighted ball fields, & playground. Take Rt. 287 exit #47, turn right onto Route 202 south. Travel 1/2 mile. Route 202 will bend sharply to the right. BEFORE the sharp bend, yield to oncoming traffic and travel straight to River Road (Montville Inn will be on the right when on River Road). Travel approximately 2 miles. Pass the Long View condominiums on the right. Pass the OLD Montville Public Safety Building on the left. Ball fields will be on the left next to the building. Fields 1 & 3 are Little League baseball fields, Field 2 is a Little League softball field.



Montville Field Directions

973-331-3305 or www.montvilleni.org

To enter Montville Township from Route 287 NORTH/SOUTH, exit at #47 (Montville/Lincoln Park sign)

To enter Montville Township from Route 80 traveling WEST, exit #48 (Hook Mountain Road in Pine Brook)

To enter Montville Township from Route 80 traveling EAST, exit to Route 46 EAST in Parsippany/Montville

CAMP DAWSON – 80 Jacksonville Road, Towaco, (Block 24.2, Lot 51, Acres 23.40)

Two lighted artificial turf fields. At Rt. 287 north #47 exit ramp turn left onto Route 202 north. Travel 2 miles To Towaco Center. Before the road dead ends, turn left onto Jacksonville Road. Travel 1 mile, park entrance on left.

COMMUNITY PARK – 130 Change Bridge Road, Montville, (Block 124, Lot 12, Acres 84.01)

Four lighted athletic fields, three lighted basketball courts, three lighted pickleball courts, horseshoe pits, bocce courts, volleyball court, playground & walking paths. The park is located across the street from the Lazar Middle School. At Rt. 287 north #47 exit ramp turn left onto Route 202 north. At next traffic light (Exxon Gas Station) turn right onto Change Bridge Road. Travel 2 miles. Park entrance on the left.

ETTA KONNER – 12 Walnut Drive, Pine Brook, (Block 147, Lot 1, Acres 2.55)

Softball field and playground area. At Rt. 287 north #47 exit ramp turn left on to Route 202 north. At next traffic light (Exxon Gas Station) turn right onto Change Bridge Road. Travel approximately 2 miles (through intersection of Change Bridge and Horseneck Roads), continue straight for another 1/2 mile. Turn left onto Stiles Lane (pass the Sunoco Gas station on the right). Turn left onto Walnut Drive. Turn left onto Parkway Drive. Ball field will be on the right.

JOHN STREET – 10 Maple Avenue, Pine Brook, (Block 167, Lot 26, Acres 15.1)

One undersized ballfield, basketball court, walking path, playground. Take Old Bloomfield Ave. pass McDonald's, take road to end, as if traveling to G.I. Salvage (junk yard). Turn left onto Maple Ave. Park entrance will be on the right. Parking is limited. Use the parking lot across from the park entrance.

MANCHESTER PARK – 33A Buckingham Circle, Pine Brook, (Block 149.1, Lot 2, Acres 8.06)

Softball field, playground, and open grass field. Take Change Bridge Road in Pine Brook, turn right or left depending on traveling direction on Change Bridge Road onto Lancaster (across from 7-11 convenience store). Bear left onto Buckingham Circle. Travel 3/10 mile. Entrance to park will be on the right.

MASAR PARK – 40 Boonton Avenue, Boonton, (Block 2, Lot 12, Acres 16.8)

One lighted softball field, roller rink, three pickleball courts, playground, & fishing pond. Take Rt. 287 north exit #47, turn right onto Route 202 south. Road will make a sharp right bend. Continue traveling on Route 202 south. Pass Harrigan's restaurant on the right. At next corner turn right onto Taylortown Road. Take to end (approximately 2 miles). At stop sign turn left onto Boonton Ave. (Palmer's Automotive will be on the right). Travel 1/4 mile. Entrance to park will be on the right.

MUNICIPAL FIELDS – 86 River Road, Montville, (Block 123, Lot 13, Acres 13.7)

Three lighted ball fields, & playground. Take Rt. 287 exit #47, turn right onto Route 202 south. Travel 1/2 mile. Route 202 will bend sharply to the right. BEFORE the sharp bend, yield to oncoming traffic and travel straight to River Road (Montville Inn will be on the right when on River Road). Travel approximately 2 miles. Pass the Long View condominiums on the right. Pass the OLD Montville Public Safety Building on the left. Ball fields will be on the left next to the building. Fields 1 & 3 are Little League baseball fields, Field 2 is a Little League softball field.

REILLY PARK – 4 Hewlett Road, Towaco, (Block 113, Lot 11, Acres 7.24)

Softball field & playground. Take Rt. 287 north exit #47, turn left onto Route 202 north. Travel approximately 2 miles. Bear right under railroad underpass to continue on Route 202 (also known as Whitehall Road). Turn right onto Pine Brook Road. Travel 1/10 mile. Turn left onto Two Bridges Road (there will be a white church on corner). Travel 3/10 mile. Turn right onto Hewlett Rd. Park will be on the left.