

**2020 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 Recreation Director Lori Dent (cell is listed on top page of permit) 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)

2020

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)  
Recreation Director Lori Dent: 973-583-7932 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. CHECK & LIST FIELD #(S) FOR GRASS OR TURF** - Grass \_\_\_\_\_ Turf \_\_\_\_\_ Softball \_\_\_\_\_ Baseball \_\_\_\_\_  
(IF MANY DATES & TIMES ATTACH DOCUMENTATION)

**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 \$50 for facilities w/\*\*\*\***

**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. 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.

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**OFFICE USE ONLY:**

**FIELD USE PERMIT for 2020**

*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 2020

<u>Facility</u>	<u>Amenities</u>	<u>Use Hours</u>	<u>Resident</u>	<u>Non-Resident</u>
<b>CAMP DAWSON</b>				
Turf field	without lights	hourly	\$ 100.00	\$ 200.00
(per field charge)	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 MUST BE SPECIFIED ON APPLICATION)</b>				
Athletic field	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
Pavilion		up to four hours		
Community Park 130 Changebridge		12 to 50 people	\$ 100.00	\$ 200.00
Amphitheater Park 90 Horseneck Rd.		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>\$50.00 fee to hold a Rain Date</b>				
<b>Basketball court</b>	<b>lights are on a timer</b>	<b>two hours</b>	<b>\$ 50.00</b>	<b>\$ 100.00</b>
<b>(per court rate)</b>				
<b>Amphitheater</b>	<b>with electric</b>	<b>up to four hours</b>	<b>\$100.00</b>	<b>\$200.00</b>
		<b>four or more hours</b>	<b>\$200.00</b>	<b>\$400.00</b>
<b>Field House – no rental for private use</b>				
<b>ETTA KONNER</b>	<b>no lights</b>	<b>two hours</b>	<b>\$ 50.00</b>	<b>\$ 100.00</b>
<b>Ball field</b>				
<b>JOHN STREET</b>				
<b>Ball field</b>	<b>no lights</b>	<b>two hours</b>	<b>\$ 25.00</b>	<b>\$ 50.00</b>
<b>Basketball court</b>	<b>no lights</b>	<b>two hours</b>	<b>\$ 25.00</b>	<b>\$ 50.00</b>
<b>MASAR PARK</b>				
<b>Ball field</b>	<b>without lights</b>	<b>two hours</b>	<b>\$ 50.00</b>	<b>\$ 100.00</b>
	<b>with lights</b>	<b>two hours</b>	<b>\$ 100.00</b>	<b>\$ 200.00</b>
<b>MUNI FIELDS</b>				
<b>(per field charge)</b>	<b>without lights</b>	<b>two hours</b>	<b>\$ 50.00</b>	<b>\$ 100.00</b>
	<b>with lights</b>	<b>two hours</b>	<b>\$ 100.00</b>	<b>\$ 200.00</b>
<b>REILLY PARK</b>				
<b>Ball field</b>	<b>no lights</b>	<b>two hours</b>	<b>\$ 50.00</b>	<b>\$ 100.00</b>
<b>Masar Park</b>	<b>no lights</b>	<b>two hours</b>	<b>\$ 50.00</b>	<b>\$ 100.00</b>
<b>Roller Rink</b>				
<b>Michelle Sullivan</b>				
<b>Ball Field</b>	<b>no lights</b>	<b>two hours</b>	<b>\$ 50.00</b>	<b>\$ 100.00</b>



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# Community Park Map Montville Township

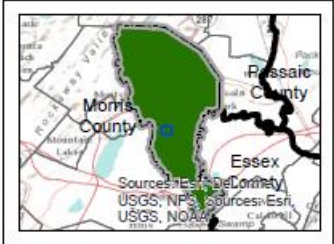
**Legend**

- Blue Trail - .4 miles
- Green Trail - .04 miles
- Orange Trail - .35 miles
- Red Trail - .1 miles
- Yellow Trail - .05 miles
- Walkways/Access
- Amphitheater
- Basketball Court
- Bocce Ball
- Community Garden
- Fields
- Field House
- Horseshoe Pits
- Parking/Access
- Picnic Pavilion
- Playground
- Volleyball Court

Scale: 0 50 100 Feet

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

Prepared By:  
 Ryan Conklin PPAICP, CFM, GISP  
 Montville Township Principal Planner





Gazebo/Picnic Area

Playground

Camp Dawson

Side 2 Barn Side

Side 1 Jax Side

Practice Area

Jacksonville Rd

## MONTVILLE RECREATION DEPT. - Park Information

973- 331-3305 or [www.montvillenj.org](http://www.montvillenj.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. Barn is the site for an archery program. 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 Rd. Montville Block 124 Lot 12 Acres 84.01**

Four lighted athletic fields, three lighted basketball courts, community gardens, picnic area, amphitheater, walking path, playground, horseshoe/bocce courts, Field House, Youth Center and VFW Post 5481 House. 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 travel Change Bridge Road. Travel 1 mile. Park entrance on the left.

### **EDMUNDS BARN – 91 Passaic Valley Rd. Montville Block 124 Lot 6 Acres 12.36**

Activities Building is a renovated horse barn used for the wrestling and Martial Arts programs.

### **ETTA KONNER – 12 Walnut Dr. 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 Ave. 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 – 33A Buckingham Cir. Pine Brook Block 149.1 Lot 2 Acres 8.06**

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 Ave. Boonton Block 2 Lot 12 Acres 16.8**

One lighted softball field, 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 Rd. Montville Block 123 Lot 13 Acres 13.7**

Three lighted ball fields, playground (scheduled to be renovated by 2008). 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.

### **REILLY PARK – 4 Hewlett Rd. 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.