



## Alexandria Park and Recreation Commission Equipment/Facility Rental Agreement

**Please fill out all information, sign, and attach reservation fee made payable to Alexandria Township and return to Alexandria Park and Recreation Commission, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Please read all information carefully before returning to Township.**

Applicant/Group Representative:	_____
Group/Organization:	_____
Address	_____
City, State & Zip Code	_____
Phone Number:	_____
Facility/Equipment Requested:	_____
Dates/Days/Times:	_____ <i>Leagues: Attach Schedule</i>
Weeks to be Used:	_____
Hours Requested:	_____
Purpose/Event:	_____
Number of Attendees Expected:	_____
“Best” reach number for applicant:	_____
Email address:	_____

**Fee:** The applicant agrees to pay a rental fee, pursuant to the Facility Use Schedule attached, of \$\_\_\_\_\_ at time of reservation in order to confirm the date. Any damages, loss of equipment or improper cleanup will be charged to the rental party. The site or equipment will be inspected by Township staff at the end of the rental period. Users of facility must obey all rules and regulations set forth in the Facility Use Policy attached.

**Security Deposit,** if required, is due fourteen (14) days prior to reservation date.

**Cancellation Policy:** All cancellations are subject to a \$10.00 cancellation fee. The rental fee minus a \$10.00 cancellation fee will be refunded. If cancellation occurs less than fourteen (14) days prior to the event, the entire fee is forfeited. Please see Facilities Use Policy for details.

### LIABILITY INSURANCE REQUIREMENTS

**PLEASE NOTE: Applicant MUST obtain and provide proof of insurance for your event.**

**Individual Use-** Individuals using facilities for private functions with no outside vendor participation must show a copy of homeowners, condominium or tenant’s insurance with a minimum of \$300,000 liability coverage.

**Individual Use with outside vendor participation -** Whether Profit or Non Profit, businesses must provide Certificate of Insurance provided by insurance carrier with an “A” rating by A.M. Best. This certificate must indicate either Comprehensive General Liability Coverage or Named Operation and Location of not less than \$1,000,000 C.S.L. and naming Alexandria Township, and its officers and employees as additional insureds.

**Business Use –** Applicant whether Profit or Non Profit must provide Certificate of Insurance provided by insurance carrier with an “A” rating by A.M. Best. This certificate must indicate either Comprehensive General Liability Coverage or Named Operation and Location on not less than \$1,000,000 C.S.L. and naming Alexandria Township, and its officers and employees as additional insured’s.

Certificates shall be delivered to the Township.

Certificates of Insurance shall state the following:

- 1) The Contractor’s name and address
- 2) The Policy Data

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**Alexandria Park and Recreation Commission**

**Facility Use Fees**

Effective November, 2014

<b>Soccer/Lacrosse Fields</b>					
All games or practices are on a per field basis		Category 2	Category 3	Category 4	
	Field (full size/small-sided) per game	Not Applicable	\$ 30/\$ 15	\$ 60/\$ 40	
	Field (full size/small-sided) per season	Not Applicable	\$ 200/\$ 100	\$ 400/\$ 200	
	Field (full size) per Tournament day	\$ 100	\$ 100	\$ 100	
<b>Baseball/Softball Fields</b>					
All games or practices are on a per field basis		Category 2	Category 3	Category 4	
	Field per game	Not Applicable	\$ 30	\$ 60	
	Field per season	Not Applicable	\$ 200	\$ 400	
	Field per Tournament day	\$ 100	\$ 100	\$ 100	
<b>Field Preparation Fees</b>					
			Category 2*	Category 3	Category 4
All users of fields are responsible for preparation and maintenance of the fields they will be using.					
<b>Pavilion/Meeting Room</b>					
Facility and Time period		Category 2*		Category 3	Category 4
		Mon-Fri	Sat/Sun		
Pavilion	per half day (4 hours)	N/A	N/A	\$ 100	\$ 150
Meeting Room	per half day (4 hours)	N/A	N/A	\$ 100	\$ 150
Category 2 fees waived in recognition of the significant contributions made towards the construction of the Pavilion. A \$200.00 refundable damage deposit may be required for these facilities. N/A=not applicable, no fee charged.					
<b>Concession Sales</b>					
Time Period			Category 2	Category 3	Category 4
Per season			\$ 500	\$ 750	\$ 1000
Fees not covered by the above time periods are determined on a case-by-case basis; all concession services are subject to the Facilities Use Policy.					
<b>Park Open Areas/Parking Areas</b>					
Fees are determined on a case-by-case basis and are subject to the Facilities Use Policy.					
<b>Riding Arena/Horse Stables</b>					
Time Period			Category 2	Category 3	Category 4
Per day			N/A	\$ 300	\$ 300
Fees not covered by the above time periods are determined on a case-by-case basis and are subject to the Facilities Use Policy. A security deposit/bond may be required. N/A=not applicable, no fee charged.					
<b>Group Camping Facility</b>					
Fees are determined on a case-by-case basis and are subject to the Facilities Use Policy.					

**FACILITY USE RULES**

- A. Please leave the Park clean - sweep pavilion area, wipe off tables, and put refuse in designated containers. Sponsors of special events held at the Park, e.g., Tournaments, large group

gatherings, community events, are responsible for picking up all trash immediately after the event and placing this trash in the appropriate containers. If the trash is voluminous, the special event will be responsible for arranging a dumpster to handle the refuse created by the event. If a Township dumpster is provided and a special pickup is required, the group sponsoring the event will be charged the fee for that pickup.

- B. This reservation is for the designated park facility only. Other park attractions and facilities are open to the public. (i.e., the basketball courts, restrooms, etc.)
- C. In the event the organization is an athletic league, the organization shall provide the Township with a complete schedule of all games and practices to be played at the Township facility.
- D. In the event a Township event or function conflicts with an organization's use of the facility identified in this agreement, the Township's event or function shall have priority and the conflict will be resolved by the organization's rescheduling its use of Township's facility.
- E. The Township shall have the absolute right and discretion to cancel this agreement and any permission granted to the organization to use Township facilities in the event the organization fails to fully satisfy the rules set forth in this agreement, provided, however, the Township shall give written notification to the organization of the specific rule infraction(s) and a reasonable time to correct any infraction(s) prior to cancellation.
- F. Organizations shall be responsible for the supervision of parking and the supervision and control of spectators.
- G. Any and all permits required (by State, County, municipality and/or other regulatory or governing body, e.g., Health Dept., Alcohol Bureau of Control, Department of Consumer Affairs, NJ Forest Service etc.) are the responsibility of the applicant requesting rental of the facility. Any and all permits required (by State, County, Municipality and/or other regulatory or governing body, e.g. Health Dept., Alcohol Bureau of Control, Department of Consumer Affairs, NJ Forest Fire Service, etc.) are the responsibility of the applicant requesting rental of the facility. In particular, any use which includes cooking over an open flame (e.g. charcoal, propane, or LPG) with the intent to distribute food for sale to the public requires a Type 1 Fire Permit under the New Jersey Uniform Fire Code. Please contact the Alexandria Township Fire Marshal.
- H. Camping Groups are limited to a maximum of 60 people, with camping limited to the confines of the designated Group Camping Facility.
- I. When utilizing the Groups Camping Facility for overnight accommodations it shall be the responsibility of the group to provide its own chemical toilet (porta-johns) for participants, during the period of time they will be utilizing the facility.
- J. Any private use of the Pavilion which includes cooking over an open flame (e.g. charcoal, propane, or LPG), must place such cooking grills outside the perimeter of the roof overhang. Such grills must be constantly attended when operating and there should be a fire extinguisher readily available with a minimum rating of 2A:10B:C. In addition, if such use involves the sale of food items to the general public, a Type1 Fire Permit shall be necessary.

#### **PARK USE RULES**

- A. Glass beverage containers are not permitted on park premises.
- B. No unauthorized vehicles (including but not limited to All Terrain Vehicles, motorbikes, etc.) permitted on grass or paths, except for motorized wheelchairs and/or similar devices for the disabled.
- C. Fires permitted only in elevated grills, or designated fire/cooking rings within the Group Camping Facility. A NJ Forest Service ground fire permit must be obtained prior to cooking or campfires within the Group Camping Facility. Fires permitted only in elevated grills, or designated fire/cooking rings within the Group Camping Facility. A NJ Forest Fire Service Ground Fire Permit must be obtained prior to cooking or campfires with the Group Camping Facility. A copy of the Ground Fire Permit shall be provided to the Alexandria Township Fire Marshal.
- D. All fires must be extinguished and coals deposited in designated receptacles. No dumping, including yard waste.
- E. The sale, use and possession of any controlled substances is expressly prohibited, including but not limited to, alcoholic beverages, beer, wine, and wine coolers and other spirits except where

- applicant receives Township Commission approval, New Jersey state Alcohol Bureau of Control permit, and appropriate insurance.
- F. Smoking is prohibited on or within fifty (50) feet of any athletic field, play structure, or Alexandria Township recreation activity.
  - G. All pets must be on leash.
  - H. No pets in playground area or on athletic fields.
  - I. Pet owners are responsible for picking up and removing their animals' feces from any park area.
  - J. Please observe posted park hours.
  - K. No vehicles in park after closing, with the exception of those belonging to groups utilizing the Group Camping Facility. In this case all overnight vehicles are restricted to the Disk Golf parking area.
  - L. No golf allowed on park athletic fields.
  - M. Deposit all waste in trash receptacles.
  - N. Teams must have permit for field use.
  - O. Children ages 12 & under should be supervised by an adult at all times; within the Group Camping Facility, a responsible adult shall be on site at all times.
  - P. No parking on roadways.
  - Q. Hunting is not allowed.
  - R. Fireworks and firearms of any kind are not allowed.
  - S. Non-firearm weapons, including archery, 'airsoft', painball and pellet guns are not allowed.
  - T. Defacing or removal of park property including wildlife (plant or animal) is prohibited.
  - U. All Group Campers shall be restricted to the Group Camping Facility during quiet time: 10:00 P.M. to 7:00 A.M.
  - V. Camping is by reservation (using the Park's Facility Use Request form available on the website: [www.alexandriaparks.com](http://www.alexandriaparks.com)) and in designated camping area only. A completed Facility Use form should be displayed on vehicle dashboards after dusk.
  - W. Camping facility must be vacated by noon on the day of check-out.



## **Facility Use Policy** **Alexandria Township Park and Recreation Commission**

### **Section 1 - Introduction**

- A. The Park and Recreation Commission of Alexandria Township ("the Commission" or "the Township") has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of Township Park facilities.
- B. The Commission reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the Park, the individual facilities of the Park, and the users and patrons of the Park.
- C. While fees as imposed by this policy and by Township Commission resolution may be waived in certain limited cases, it is the General Policy of Alexandria Township that fees shall be charged in any instance where the facility user charges an entry fee, participation fee, or other fee.
- D. Although reserved use of park facilities is permitted by this policy and encouraged by the Township, the Park and Recreation Commission shall allow any unreserved facility or portion of a facility to be made available for open, unstructured, public recreation activity on a first come/first served basis to residents of Alexandria Township. During such periods (unreserved time), organized play, practice, and league activities shall not be permitted on the specified facility.
- E. The dedicated use of any facility or area shall be considered the priority use for that facility or area unless written permission for an alternate use has been obtained from the Park and Recreation Commission Chair.

### **Section 2 - Priority of Users**

Four priority categories of facility users are hereby created (Category 1 being the highest priority) and shall be considered in the allocation of facilities and scheduled times at the Park. The Township reserves the right to set priorities based upon, but not limited to, the following: the number of participants, the residency of participants, and the overall impact of the group or organization upon the established recreational needs of Alexandria Township.

- A. **Category 1 - The Township.** The "Township" shall include all of the following:
  - 1. Activities of Alexandria Township
  - 2. Events sponsored or co-sponsored by the Township, including the Park and Recreation and Environmental Commissions.
- B. **Category 2 - Local Recreation Providers.** A "Local Recreation Provider" is defined as a non-profit or not-for-profit group organized for the primary purpose of providing and delivering recreational opportunities to the residents of Alexandria Township regardless of whether or not a fee is charged. Such groups could include, but are not limited to, users from the Alexandria Equestrian Association, teams from the Delaware Valley Athletic Association, Delaware Valley Soccer Club, etc. Such groups shall not enjoy this status unless **35% or more of the members/participants** are residents of Alexandria Township. A user or team roster including addresses is required for groups in this category and shall be reviewed with the Park and Recreation Commission upon Facility Use Request submission. Any group in this category that has **35% or more of their members/participants** who are residents of Alexandria Township will be entitled to reserve use of facilities free of charge. **Field preparation fees still apply.** Some exclusions may apply (see section 6).
- C. **Category 3 -Local, Civic, Business, Educational Groups, and/or Township Residents.** A "Local, Civic, Business, Educational Groups, and/or Township Residents" shall include, but not be limited to, such organizations as the Lions Club, Rotary Club, etc., and affiliates of the Alexandria Township School District, plus private and parochial schools located within Alexandria Township boundaries. Such groups shall not enjoy this status unless **35% or more of the members/participants** are residents of Alexandria Township, employers or employees of an Alexandria Township business, or attendees of a defined school within the boundaries of Alexandria Township. A team roster including addresses is required for groups in this category and shall be reviewed with the Park and Recreation Commission upon Facility Use Request submission. Any group in this category that has **35% or more of their members/participants** who are residents of Alexandria Township will be entitled to reserve use of facilities Monday through Friday, excluding holidays, including those observed by the Township, free of charge. Some exclusions may apply (see section 6).
- D. **Category 4 - Other Contracted Organizations, Individuals, or Groups.** Any organization, club, individual, business, or group who does not fall within the definitions of prior categories shall be considered a Category 4 user under this Policy.

### Section 3 - Facilities Reserved

- A. A facility shall be considered "reserved" upon the payment of the prescribed fee and the issuance of a Park Facilities Permit to be provided by the Park and Recreation Commission; said permit to include ALL of the following:
  - 1. The name of the organization reserving the facility.
  - 2. The name, address, and phone number of the individual making application and contact person for the permit.
  - 3. The specific facility being reserved.
  - 4. The date of issuance.
  - 5. The date, time, and duration of the permit.
  - 6. The specific fee or fees charged and specific security deposit.
  - 7. All conditions assigned to the permit over and above the requirements of Township Ordinance or this Policy.
  - 8. The signature of the Park and Recreation Commission Chair or delegate.
  - 9. The signature of the applicant for the permit agreeing to the conditions, restrictions, and waivers required and acknowledging that any such conditions, restrictions, and waivers have been met or will be met in connection with the event for which the permit has been issued.

- B. Rental requests/reservations will be accepted beginning January 1st for events in that calendar year. Reservations will not be accepted less than 7 days prior to the usage date. Each request shall be judged on its own merit.
- C. Full payment of fees is due at time of reservation.
- D. Security deposit, if required, is due fourteen (14) days prior to reservation date.
- E. Cancellation by the applicant/permit holder:
  - 1. All cancellations are subject to a \$10 non-refundable fee. Requests must be made in writing.
  - 2. For any cancellations less than fourteen (14) days prior to the event or activity, the entire fee is forfeited, however, the entire security deposit will be refunded.
- F. In the event of cancellation of an event by the Park and Recreation Commission or its designee due to weather conditions which make the event/activity impossible, or to any Act of God beyond the control of the applicant/permit holder, 1) a credit may be given to the applicant; 2) a refund may be applied for to the Park and Recreation Commission; or 3) the event may be rescheduled at the earliest available date.
- G. Any and all permits required (by State, County, municipality and/or other regulatory or governing body, e.g., Health Dept., Alcohol Bureau of Control, Department of Consumer Affairs, etc.) are the responsibility of the applicant requesting rental of the facility. Any use which includes cooking over an open flame (e.g. charcoal, propane, or LPG) with the intent to distribute food for sale to the public requires a Type 1 Fire Permit under the New Jersey Uniform Fire Code. Please contact the Alexandria Township Fire Marshal.

#### **Section 4 - Sales on Park Property**

Alexandria Township reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property; including but not limited to: souvenirs, programs, parking permits, etc. The sale of such items is expressly prohibited without the approval of the Park and Recreation Commission. **Food concessions must be approved by the Park and Recreation Commission and follow all County and State Health (and Dept. of Consumer Affairs) Department requirements.**

The right to grant a franchise to a third party for the sale of all goods specified is held exclusively by Alexandria Township and no payment fee, percentage, or other remuneration shall accrue to the applicant/permit holder as a result of such a franchise without the approval of the Park and Recreation Commission.

#### **Section 5 - Waivers, Etc.**

By recommendation of the Park and Recreation Commission, Alexandria Township reserves the right to waive policies in whole or in part; to waive restrictions and conditions; to impose restrictions and conditions; to require special security; to waive fees in whole or in part; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety, and welfare of the residents of this community and the users of the Park.

#### **Section 6 - Fees & Charges**

- A. The most recent schedule of fees and charges (see attached) for the use of park facilities, as approved by the Park and Recreation Commission shall be appended to and made a part of this section.
- B. Any event or activity which the Fee Schedule of this Section indicates as "Subject to Negotiation" shall be subject to the provisions of Section 6-C of this Policy.
- C. Any Tournament, Camp, Play-off Series, Special Event, or Rental of Open Space or Parking Facilities shall be subject to negotiation of fee with the Park and Recreation Commission.
- D. In any negotiated fee or agreement under Section 6 of this Policy, the actual fee for rental/use of a specific facility shall not exceed the maximum fee approved by the Commission, except that such negotiations may include consideration of in-kind services, special security needs, additional maintenance, or other contributions to the Township.

#### **Section 7 - Alcohol/Tobacco in the Park**

The sale, use, and possession of any controlled substance is expressly prohibited, including but not limited to, alcoholic beverages, beer, wine, and wine coolers and other spirits in all Parks in Alexandria Township



except where applicant receives Township Commission approval, New Jersey state Alcohol Bureau of Control permit, and appropriate insurance. . Smoking is prohibited on or within fifty (50) feet of any athletic field, play structure, or Alexandria Township recreational activity.

### **Section 8 –Background Checks**

All staff and volunteers of youth organizations or associations, including but not limited to coaches and assistants, who participate in programs, events, sports, etc., held in Township parks must undergo background checks. This requirement shall include all persons performing tasks in paid and unpaid positions for any youth service organization or association. Background checks shall be conducted in accordance with the State regulations codified at N.J.A.C. 13:59-1, et seq. It shall be the responsibility of the youth service organization or association, staff member or volunteer to conduct and pay for the background checks. The youth organization or association shall certify that such background checks have been conducted and no disqualifications have been found prior to the start of each program, event, sport season, etc.

### **Section 9 - Certification of Coaches**

Priority consideration with category use groups will be given to those teams, leagues, associations, and organizations whose coaches have completed an approved certification course in their field of involvement with emphasis upon good sportsmanship, ethics, and good conduct.

### **Section 10 - Amendments**

Amendments to this policy shall be made on recommendation from the Township Commission or Park and Recreation Commission and approved by the Park and Recreation Commission.

### **Section 11 - Definition of Passive Recreation**

Passive Recreation is defined as non-organized activities, including but not limited to, walking, bike riding, picnicking, hiking, sun tanning, bird watching and kite flying.

### **Section 12 – Walking Trail Use**

The Park’s walking trail will be used for passive recreation purposes only.

### **Addenda**

- This Policy adopted 1/13/2003.
- Sections 12 and 13 added 2/11/2003.
- Fee schedule updated 3/20/2013.
- Insurance requirements updated 7/26/2012.
- Explicit permit language and insurance submission dates updated 1/13/2004.
- Cleanup for special events added, roster requirement language clarified, agent fax number added 4/6/2004.
- Updated insurance requirements based on Township Commission resolution 10/14/2004.
- Replaced “Park Committee” with “Park and Recreation Commission” 4/23/2006



- Updated to include new Section 8 Park Use Rules subsection S: Non-firearm weapons, including archery, 'airsoft', paintball and pellet guns are not allowed. 10/14/2008
- Updated Section 8 Facility and Park Use Rules to include provisions for use of a Group Camping Facility 1/12/2010
- Updated with minor corrections 11/14/10.
- Modified definition of Category 3 participant to include Township Resident; modified fee structure for Pavilion; removed reference to Field Preparation Fees (as each team/organization is responsible for own field prep); removed reference to 'kitchen' in fee structure, as one doesn't currently exist. 09/13/2011
- Added section 10 regarding Background Checks. 7/3/2012.
- Updated with updated fire marshal information 6/3/2013
- Updated with minor corrections and page order 8/23/14