

HARDYSTON TOWNSHIP **SPORTS & RECREATION COMPLEX**

Wheatsworth Road, Hardyston Township
Phone: 973-827-9734 Fax: 973-827-9736 e-mail: bwestra@hardyston.com

GUIDELINES/PROCEDURES

COMPLEX USE & FEES

No group or organization may utilize the Hardyston Township Sports & Recreation Complex without completing the appropriate facility usage application available from the Hardyston Recreation Department or on the Township website at www.hardyston.com and written authorization from the Recreation Department.

Groups and organizations wishing to utilize the facility must complete an application and provide the following documentation; insurance form, list of members/participant roster, coach or group leader roster, application fee, key deposit, and a copy of their 501C-3 Certificate. Your participant list must contain the names and addresses of members and must consist of at least 51% residents of the Township of Hardyston in order to be eligible to use the fields and other facilities at the park. Proof that all volunteers and coaches have completed a background check according to the provisions detailed below must be provided no later than seven (7) days prior to the groups scheduled dates for usage.

Sports groups/youth organizations utilizing the facility for the entire season including practices and games must provide the Recreation Department with all requisite information by February 15th for the Spring Season and June 30th for the Fall Season. Groups/organizations wishing to utilize the facility for one-time events including but not limited to camps, coaching clinics, award ceremonies/picnics must provide a completed application no later than thirty (30) days prior to the requested date (requests for one-time events will be granted based on availability).

There are no fees for groups utilizing the facility; however the capital and operating costs are paid 100% by the Township of Hardyston taxpayers, and as such the Recreation Complex is for the use and enjoyment of Hardyston residents, which is reflected by the requirement that 51% of participants of any group or organization must be Hardyston residents.

In order to accommodate as many groups as possible, please be very specific as to the amount of hours your program/group requires. If you find your schedule changes and you do not need as much time as you requested on your application, please advise the Recreation Department as soon as possible, so we may adjust our calendar. Please book ACTUAL TIME NEEDED ONLY.

You will be notified of the approval of your application or any possible scheduling conflicts as soon as possible.

The following guidelines shall apply based on the type of group or organization and the intended use of the facility:

Sports Groups

One Time Usage for Registration/Events - Sports groups must be comprised of 51% Hardyston residents as indicated by the roster provided to the Recreation Director. Any requests to deviate from this requirement must be submitted in writing to the Recreation Director. A waiver to the 51% Hardyston Resident requirement for sports groups wishing to utilize the facility may be granted for groups comprised of players from other Wallkill Valley communities (Hamburg, Franklin and Ogdensburg) if the group can demonstrate that practice or game space is being provided by the other municipality on a regular basis for use by the group. Those residents/players from the specific town that is providing additional space may be calculated into the 51% Hardyston resident requirement. Any requests that do not meet the above waiver requirement will be reviewed and decided by the Hardyston Township Council. Groups with less than 51% Hardyston residents that are granted a waiver must actively recruit Hardyston residents and will be granted a waiver for a maximum of one (1) year.

Monthly/Weekly Meetings, Practices & Games - Sports groups must be comprised of 51% Hardyston residents as indicated by the roster provided to the Recreation Director. Any requests to deviate from this requirement must be submitted in writing to the Recreation Director. A waiver to the 51% Hardyston Resident requirement for sports groups wishing to utilize the facility may be granted for groups comprised of players from other Wallkill Valley communities (Hamburg, Franklin and Ogdensburg) if the group can demonstrate that practice or game space is being provided by the other municipality on a regular basis for use by the group. Those residents/players from the specific town that is providing additional space may be calculated into the 51% Hardyston resident requirement. Any requests that do not meet the above waiver requirement will be reviewed and decided by the Hardyston Township Council. Groups with less than 51% Hardyston residents that are granted a waiver must actively recruit Hardyston residents and will be granted a waiver for a maximum of one (1) year.

Youth Organizations/Community Non-Profit Organizations

One Time Usage for Registration/Events - Youth Organizations/Community Non-Profit Organizations must be comprised of 51% Hardyston residents as indicated by the roster provided to the Recreation Director or located in Hardyston Township. Any requests to deviate from this requirement must be submitted in writing to the Recreation Director, and will be reviewed and decided by the Hardyston Township Council.

Monthly/Weekly Meetings, Practices & Games - Youth Organizations/Community Non-Profit Organizations must be comprised of 51% Hardyston residents as indicated by the roster provided to the Recreation Director or located in Hardyston Township. Any requests to deviate from this requirement must be submitted in writing to the Recreation Director, and will be reviewed and decided by the Hardyston Township Council.

Private Parties/Events

The Hardyston Recreation Complex is for the use and enjoyment of Hardyston residents; however the facility is not to be used for private picnics, parties, and other events to the exclusion of others. The pavilion, playground, and surrounding facilities cannot be reserved for private parties.

For Profits/Private Businesses

All business and for-profit organizations are not permitted to utilize the Recreation Complex for any events, promotions or other activities.

Fundraisers

Fundraising by non-profit organizations at the Recreation Complex is prohibited with the exception of the Hardyston Township Board of Education, Hardyston Township Recreation Department, Hardyston Township Fire Department, Hardyston First Aid Squad, and sports/youth groups previously granted authorization to utilize the facility for games, practices, and meetings. All fundraising activities by the above permitted groups/organizations should be scheduled and coordinated by the Township Recreation Department.

FACILITY SCHEDULING

Scheduling of the facility shall be the responsibility and under the direct control of the Hardyston Township Recreation Director. Appeals to the Recreation Director's scheduling decision shall be made in writing to the Hardyston Township Manger within seven (7) days of the Recreation Director's decision. Appeal shall be heard by the Hardyston Township Council at the next available Council meeting. Decisions of the Township Council shall be made in writing and shall be final. Verbal appeals or those made after seven days shall not be considered by the Township Manager and Council.

Facility scheduling shall be made in accordance with the following priority list:

1. Programs and events directly sponsored by the Township of Hardyston Council and Township of Hardyston Recreation Committee.
2. Program and events sponsored by the Hardyston Township Board of Education, Hardyston Township Volunteer Fire Department, and the Hardyston Township First Aid Squad.
3. Sports groups whose members or program participants consist of at least 51% residents of the Township of Hardyston. Your group will be asked to provide a list of participants in order to be eligible for use of the facility.

FIELD/PARK OPENING DAY & CLOSURE POLICY

The sports fields at the Hardyston Recreation Complex have a tentative annual opening date of the second Monday in April. However, this date is tentative and subject to the discretion of the Hardyston Recreation Director and Department of Public Works based on the weather and conditions of the fields. No groups should anticipate field usage earlier than the above referenced date and the Recreation Department will advise groups as soon as possible of definitive date. To ensure that there are no scheduling conflicts it is recommended that games dates be scheduled for later in April.

The Township of Hardyston Recreation Department in partnership with the Township Department of Public Works reserves the right to close any section or part of the recreation complex as may be necessary to preserve the condition of the fields and protect the safety of all players, coaches, and participants. When a decision is made to close the fields for any reason, no group is permitted to use the fields for any purpose including practices or games. Any group found using the fields prior to being notified that the fields are reopened will be subject to appropriate enforcement action including a temporary or permanent suspension of privileges. Field closings will be posted on the Township Website, displayed at the main entrance to the park, emailed to league presidents, and can be obtained by calling the Littell Center at (973) 827-9734.

FIELD MAINTENANCE & LIGHTS

The Hardyston Township Department of Public Works will maintain the Recreation Complex and all fields throughout the spring, summer, and fall seasons.

All requests for improvements, maintenance or structural changes must be made in writing and submitted to the Recreation Department no later than one month before they are to be performed. Depending upon the extent of the work requested, such requests shall also be subject to the approval of the Township Manager, Township Planning Board and/or Township Council.

No groups shall rent/lease or purchase light towers, signs, equipment, or sheds for placement at the sports complex without prior approval from the Recreation department.

The Township currently owns and operates seven (7) portable lights. Due to the expense and manpower of transporting and operating the lights; lights will be only be available for evening practices and games for the fall season following Hardyston Day in September. Due to the extended hours of daylight in the spring and the conditions of fields resulting from wetter weather in the early spring; requests for lights during the spring season will not be honored.

INSURANCE REQUIREMENTS

Prior to facility use a certificate of insurance coverage in the minimum amount of \$1,000,000 shall be forwarded to the Recreation Department no later than three (3) days prior to use. The certificate of insurance form **MUST** list the following as additional insured:

TOWNSHIP OF HARDYSTON
HARDYSTON TOWNSHIP BOARD OF EDUCATION

KEY DISTRIBUTION

Keys for concessions and bathroom areas are signed out upon approval of your application. Your application, current insurance form, a current roster and volunteer list (if applicable) **MUST** be on file in order to be issued your key.

Only one key will be issued per group. These keys are not to be duplicated. The person, to whom the key is issued, is responsible for the safe handling of that key. Once a year, you will be asked to return your key in order to do an accounting of any outstanding keys or to reorder additional keys, as needed.

Note: Keys will require a \$100 deposit fee per key.

BACKGROUND CHECKS

The Township of Hardyston requires that all employees and volunteers of youth-serving organizations involved in sponsored programs and/or utilizing the Township's recreational facilities request through the Hardyston Township Police Department that the State Bureau of Identification and the Federal Bureau of Investigation (FBI) conduct a criminal history record background check on each prospective and current coach of nonprofit youth-serving organizations in accordance with N.J.A.C. 13:59-1.1 et seq., and with the procedures and guidelines adopted by the VRO. No person will be permitted to act as an employee or volunteer until the results of the background checks have been received and reviewed by the Manager of the Township. It is important that all coaches and volunteers have an up to date and approved background check before the season starts. We encourage you have your volunteers obtain their background check at least 2 months prior to the season starting to avoid any delays or issues with coaching staff. The Township Recreation Director will maintain and keep track of the status for all coaches and volunteers. If you have any questions or concerns regarding you or one of your volunteers' background check status please contact them immediately.

Prospective or current employees and volunteers of youth-serving organizations for sponsored programs and/or for utilizing Township recreational facilities shall submit their names, addresses, fingerprints, written consent and any other necessary information to the organization for the criminal history record background check to be performed. The organization shall submit this documentation to the Hardyston Township Police Department, who shall refer the information to the State Bureau of Investigation for the background check. Thereafter, the Township Recreation Department shall conduct periodic background checks after the date of the initial background check, but not less than every 36 months.

The Hardyston Township Police Department shall act as a clearinghouse for the collection and dissemination of information obtained as a result of conducting criminal history record background checks pursuant to this section.

The Hardyston Township Police Department shall conduct the criminal history record background check(s) only upon receipt of the written consent to the check(s) from the prospective or current employee or volunteer or from the organization itself.

The organization shall bear the costs for conducting such checks for prospective or current coaches participating in cosponsored programs in accordance with the regulations established by the VRO.

Employees and volunteers for youth-serving organizations may be exempt from the above criteria for background checks if they meet the following criteria:

1. Any person who, by virtue of his/her occupation, is required by statute to undergo a federal and state criminal history record background check similar in nature to the requirements contained herein, and who can provide proof of the results of such background check, is

exempt from the requirement hereunder if such check was conducted within the past year. After such demonstration of proof of compliance, such individual shall then be subject to subsequent checks as required.

2. Any active employees of local, county and state law enforcement agencies.
3. If the organization already utilizes a different means for obtaining criminal history record background checks, such as Little League baseball, then such organization may annually submit its own certification certifying the names of the individual employees and/or volunteers and providing proof that such criminal history record background check was performed for that year. In addition, the organization must also submit to the Department of Community Services and Recreation and the Township Police Department the guidelines and parameters of such independent background check company for the conducting of its background checks. In the event the Police Department determines that the independent background check company's guidelines and parameters are insufficient, then the Township reserves the right to not grant the exemption under this subsection to the organization.
4. Employees and volunteers may also obtain a criminal history background check through the Franklin Borough Police Department and must provide documentation to the Recreation Department.

RULES & REGULATIONS

1. Hour of Operation: All parks and recreation areas shall close 1/2 hour after sunset, unless otherwise posted or authorized by the Recreation Department. Parks and recreation areas shall open at sunrise.
2. Prior to facility use the Recreation Department shall be provided with the name of a contact person (telephone and address) responsible for facility use. This person, or their designees (telephone and address for designees must be provided), shall be present at the facility for the entire period of use. The person designated as responsible for facility use shall also be responsible for the rules for the possession of facility keys.
3. Financial responsibility shall be assumed for any damage done to the facility during your period of use.
4. All persons shall abide by posted occupancy limits or permits with an occupancy limit set forth for the event.
5. Facility shall be left in the same general state of cleanliness that existed prior to usage. This shall include, but not be limited to, facility cleanliness, lights, concession stands and bathroom doors locked.
6. Any damage or broken equipment must be reported immediately to the Recreation Director.

7. Any trash generated shall be disposed within the designated facility trash and recycling receptacles.
8. The playground equipment is available for use by the public. Children must be supervised at all times.
9. The walking/jogging path is intended for pedestrian use only. No motor vehicles or bicycles are permitted. Strollers and children push toys are permitted.
10. All guests, spectators, and siblings must remain with your group and are not permitted disrupt other events, practices and games. The playground equipment is available for use by the public. Children must be supervised at all times.
11. Vehicles must adhere to posted speed limits. Parking is restricted to designated areas. No vehicle standing or parking after closure or before park opening in designated parking areas or elsewhere in the park is permitted, and any vehicle so parked may be towed at the owner's expense. In no instance are vehicles to be driven onto the walking/jogging path or fields without prior written authorization from the Recreation Director.
12. No animals shall be permitted in the facility at any time, except that dogs used as guides for blind persons and commonly known as "Seeing Eye" dogs shall be permitted when actively working as Seeing Eye dogs during their presence in the facility or if they are in training with proper identification or except in special events by permit of the Recreation Department.
13. Domestic animals, wildlife and plant life: No animals shall be permitted in the park at any time, except that dogs used as guides for blind persons and commonly known as "Seeing Eye" dogs shall be permitted when actively working as Seeing Eye dogs during their presence in the park or if they are in training with proper identification or except in special events by permit of the Recreation Department. No person shall kill, injure or disturb any animal or bird or have in their possession the young of any wild animal or the eggs or the viable nest or young of any reptile or bird or damage any grass, trees, flowers shrubs, plants, soil, rocks, sand, building, sign, structure or equipment upon any premises under the jurisdiction of the township.
14. No person shall carry or use firearms or explosives, air rifles, slingshots or any weapon in the facility or surrounding property. No person shall have in their possession or set or otherwise cause to explode or discharge or burn any firecrackers, torpedo rockets or other fireworks or explosive or inflammable material or discharge them or throw them into any such areas from lands or highways adjacent thereto. This prohibition includes any substance, compound, mixture or article that, in conjunction with any other substance or compound, would be dangerous from any of the foregoing standpoints. Public fireworks displays may be permitted under supervision as directed and required by the Recreation Department.

15. Solicitation & games of chance. No person or organization shall solicit contributions for any purpose or engage in the business of soliciting, distributing, selling or peddling any liquids, edibles, goods, wares, merchandise services or circulars in the facility unless authorized by the Recreation Department or the Township Council. No person shall gamble or participate or abet any game of chance unless in such areas and under such regulations as may be designated by the Recreation Department.
16. No person shall engage in boisterous, threatening, abusive, insulting or indecent language or engage in any disorderly conduct or behavior tending to cause a breach of the public peace.
17. No alcoholic beverages or illegal substances shall be served or consumed on any part of the property.
18. This is a **non-smoking facility**.
19. All laws of the United States, the State of New Jersey and the Township of Hardyston shall be complied with.

ENFORCEMENT

FAILURE TO COMPLY WITH THE RULES AND GUIDELINES ESTABLISHED ABOVE SHALL BE CAUSE FOR THE RECREATION DIRECTOR TO IMPOSE THE FOLLOWING ACTION:

1st Warning: The contact person from the group will receive a written warning from the Recreation Director including reasons for said warning. The contact person from the group shall confirm receipt of said warning and advise all other group members accordingly.

2nd Warning: A sixty (60) day revocation of facility privileges to use the fields, pavilion and concessions will go into effect. After sixty (60) days, the contact person from the group must apply to the Recreation Director for reinstatement of privileges. Decisions by the Recreation Director to temporarily revoke privileges shall be made in writing and shall include reasons for said decision. Any group/organizations wishing to appeal the decision of the Recreation Director to temporarily revoke privileges shall be made in writing to the Hardyston Township Council within seven (7) days of receipt of said decision. The Township Council shall consider said appeal at their next regularly scheduled meeting. Decisions of the Council shall be in writing and shall be final.

3rd Warning: A permanent revocation of facility privileges to use the fields, pavilion and concessions will go into effect. Decisions by the Recreation Director to permanently revoke privileges shall be made in writing and shall include reasons for said decision. Any group/organizations wishing to appeal the decision of the Recreation Director to permanently revoke privileges shall be made in writing to the Hardyston Township Council within seven (7) days of receipt of said decision. The Township Council shall consider said appeal at their next regularly scheduled meeting. Decisions of the Council shall be in writing and shall be final.

I have read the attached copy of the Procedures, Rules and Regulations set forth for the use of the Hardyston Township Sports & Recreation Complex and agree to abide by said rules

Group Name _____

Signature of Applicant _____

Phone Number _____

Date _____

***PLEASE COMPLETE AND TURN IN WITH YOUR APPLICATION AND CERTIFICATE OF INSURANCE.**

NOTE: THE PROCEDURES, RULES & REGULATIONS PACKET SHOULD BE KEPT FOR YOUR RECORDS.