



# TOWNSHIP OF MEDFORD PARK, BALLFIELD AND FACILITY USE PERMIT

DATE: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_ to \_\_\_\_\_

Day(s) of the Week Needed: \_\_\_\_\_

Times Needed: \_\_\_\_\_ to \_\_\_\_\_

(\*If your schedule is flexible, please indicate your requirements in general terms - i.e. 2 nights per week, any night from 5:00 p.m. to 8:00 p.m., etc.)

Name of Applicant Group: \_\_\_\_\_

**Application Fee:** (Check or Money Order payable to Medford Township)

Pavilions: Freedom & Bob Meyer Park=\$100 Resident/\$200 Non-Res///Medford Park= \$50 Resident/\$100 Non-Res.

See Facility Fee Schedule for all other parks & facilities.

Application \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Facility \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Lights \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

**Deposit:** (Separate Check or Money Order payable to Medford Township) \$100.00

Check Number \_\_\_\_\_ Date Returned \_\_\_\_\_

Name on Account \_\_\_\_\_ Address \_\_\_\_\_

**Insurance:** \_\_\_\_\_ Submit proof of one million dollars (\$1,000,000) general liability insurance with the Township of Medford as the **certificate holder**

**Coaches Background Checks:** \_\_\_\_\_ Submit documentation of background checks for coaches, trainers and/or other affiliated adults.

**Key Issued:** Yes No Date Returned \_\_\_\_\_ \$25 will be held from deposit for unreturned keys

1) Name of Group Representative: \_\_\_\_\_

Relationship to Group: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: Day (\_\_\_\_) \_\_\_\_\_ Evening or cell (\_\_\_\_) \_\_\_\_\_

2) Name of Alternate Group Representative: \_\_\_\_\_

Relationship to Group: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #: Day (\_\_\_\_) \_\_\_\_\_ Evening or cell (\_\_\_\_) \_\_\_\_\_

Purpose of Event/Activity: \_\_\_\_\_

1) Number of Participants: \_\_\_\_\_ 2) Age Range of Participants: \_\_\_\_\_

3) Number of Supervisors/Chaperones/Coaches: \_\_\_\_\_

4) Number or Percentage of Medford Residents: \_\_\_\_\_

5) Fees Charged to Participants: \$ \_\_\_\_\_ per \_\_\_\_\_

6) Please list any items to be brought into the facility (tents, tables, portable sanitation units, etc.)

**No refunds will be issued due to cancellation(s) caused by an act of God unless Medford Township is given sufficient notice of intent to cancel or fields or facilities have been closed by decision of the Municipality.**

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Name of Applicant Group: \_\_\_\_\_  
Facility Requested: \_\_\_\_\_

*The undersigned representatives of the applicant understand and agree to the following:*

**This permit is issued to the applicant listed above for the purpose of conducting the specified event at the designated Medford Township facility. In accepting this permit, the applicants (for itself, its members, and invitees) accepts and assumes the risk of all conditions existing in the area covered by this permit and the approaches thereto and agrees to hold harmless the Township of Medford and its employees from all risks, liability, injury, damage, and loss to all persons and property arising out of or resulting from any use of or presence within the areas covered by this permit; and also agrees to waive and relinquish all claims and causes of action of every kind; and agrees to indemnify Medford Township for the defense of any such claims or action-whether the liability, loss, or damage is caused by, or arises out of the negligence of the Township of Medford, or any of the agents, employees or otherwise. We further agree to reimburse the Township of Medford for any and all expenses, attorney fees or other costs incurred in the enforcement of this waiver and indemnification.**

1. Activity(ies) will begin and end within the approved time frame.
2. **THE MEDFORD TOWNSHIP PARK SYSTEM PRACTICES A CARRY IN/CARRY OUT POLICY FOR MANAGING TRASH AND RECYCLING. YOU ARE ENCOURAGED TO ASSIST WITH THE CARE AND MAINTENANCE OF OUR FACILITIES BY PLACING ALL TRASH IN BAGS AND DISPOSING IN THE GREEN TRASH CONTAINERS IN THE PARKING AREA. ALL RECYCABLES SHOULD BE TAKEN HOME WITH YOU FOR PROPER DISPOSAL. FAILURE TO COMPLY MAY RESULT IN THE REVOCATION OF YOUR SECURITY DEPOSIT.**
3. Specific and sufficient adults will be assigned the sole responsibility of providing security and deterring vandalism.
4. Medford Township may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators.
5. Noise must be kept to a minimum so as not to disturb others utilizing the facility and residents within the area.
6. Parking is allowed in designated vehicle parking areas only. Please be considerate of residents who live adjacent to park areas; as parking is strictly prohibited on their private property and will result in fines levied by the Police Department as allowable by local laws and ordinances.
7. Fires are permitted only in grills designated for that purpose; and must be extinguished completely before leaving the facility. **NO fires are permitted in the Medford Park Pavilion fireplace.** A separate permit must be secured from the Fire Marshall's Office for any open fires within Medford Township.

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8. All problems encountered with the facility will be made known to Medford Township within 24 hours of the conclusion of the activity.
9. **ALCOHOLIC BEVERAGES ARE NOT TO BE DISPENSED AND/OR CONSUMED WITHIN ANY MEDFORD TOWNSHIP FACILITY.**
10. **NOTIFICATION TO MEDFORD TOWNSHIP AT LEAST 24 HOURS IN ADVANCE IF A FACILITY WILL NOT BE UTILIZED. THE ONLY EXCEPTION WILL BE INCLEMENT WEATHER, DURING WHICH NO FACILITY WILL BE UTILIZED OR ILLUMINATED.**
11. Medford Township will require the applicant to provide remuneration to the Township for damages to the facility and/or repairs/replacement of damaged equipment.
12. Violations of any of the above may result in the cancellation of the permit and/or the denial of future requests, and fines as established by Chapter 109-Section 5 of the Medford Township Administrative Code.
13. Medford Township retains the right to rescind this permit at any time and/or to terminate permits early to conduct park maintenance projects.

**On behalf of this group, we understand all procedures associated with this request and accept the legal and financial responsibilities involved in the use of Medford Township facilities. Our group has also reviewed the Facility Use Policy of Medford Township and agree to the items therein.**

\_\_\_\_\_  
*Signature-Authorized Applicant Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature-Authorized Applicant Alternate Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature-Authorized Medford Township Representative*

\_\_\_\_\_  
*Date*

**\*\*\*\*Note to all Applicants\*\*\*\***

**Medford Township receives a significant number of facility use applications annually. If you have been approved for facilities and will not be utilizing them, please advise us accordingly. Additional fees may be assessed and permits may be revoked and/or your group denied for future use if it is discovered facilities are unutilized.**

*Return Applications, Insurance & Fees to:  
Medford Div. of Parks & Open Space  
17 North Main Street, Medford, NJ 08055-2411.  
Phone: 609-654-2608 x338 // Fax: 609-714-1790  
e-mail: [bportocalis@medfordtownship.com](mailto:bportocalis@medfordtownship.com)*

**MEDFORD TOWNSHIP RECREATIONAL FACILITIES:** *(Check all requested)*

**Bob Bende Park- Route 541**

Field #1  w/lights                       Field #3                       All-Purpose Room  
 Turf Field #2  w/lights                       Field #4                       Bathrooms

**Bob Meyer Park- Gravelly Hollow Road**

Baseball Field  w/lights                       Volleyball Court                       Picnic Pavilion  
 Multi-Purpose Field                       Basketball Courts

**Bunning Field- Mill Street**

Bunning Baseball Field

**Cranberry Hall and Park**

Cranberry Hall: Charles Street                       Cranberry Park: Filbert Street

**Eton Lane Soccer Field -off Jackson Road in Lambeth Walk**

Soccer Field

**Freedom Park- Union Ave and Jones Road**

Multi-Purpose Field                       Pavilion #1                       Sand Volleyball Courts  
 Basketball Courts                       Pavilion #2                       Skatepark  
 Dog Run Area                       Pavilion #3

**Gill Road Fields- off Allen Avenue**

Gill Road Multi-Purpose Fields

**Hartford Crossing- Church Road/ Hartford Road**

Adult Softball Field #1                       Multi-Purpose Field  w/lights                       L.L. Field #4 (Hartford Rd)  
 Adult Softball Field #2                       L.L. Field #1  w/lights                       L.L. Field #5 (Hartford Rd)  
 Football Field  w/lights                       L.L. Field #2  w/lights                       Roller Hockey Rink  
 Practice Field  w/lights                       L.L. Field #3  w/lights                       Teen Baseball Field  w/lights

**Hartford Crossing Girls' Softball Complex- Hartford Road**

Field #1  w/lights                       Field #3                       Field #5  
 Field #2  w/lights                       Field #4                       Field #6

**Headwater Park-Off Stokes Rd.**

Multi-Purpose Field                       Tennis Courts - Headwater Drive  
 Softball Field                       Tennis Courts - Severn Drive

**Jackson Road**

Soccer Field

**Medford Park- Gill and Mill Streets**

Basketball Court                       Pavilion/Picnic Area                       Tomlinson Park

**Township Gazebo-Main Street**

Township Gazebo

**Worrell Park- Fostertown Road**

Softball Field  w/lights

## MEDFORD TOWNSHIP FACILITY USE POLICY – SCHEDULE OF FEES

--All groups, organizations, and/or leagues will be required to pay a fee to use municipal facilities. Those utilizing certain athletic fields will be subject to additional fees payable to the Medford Youth Athletic Association (MYAA), as they have entered into an agreement with Medford Township for the maintenance of the Township-owned athletic fields that they utilize.

--Medford-based youth service groups (75%+ Medford residents) and senior citizens clubs may be exempted from all permit application fees unless noted.

--Youth groups and organizations whose membership is less than 75% Medford Township residents, will be required to pay a fee to use Medford's municipal facilities.

--Commercial applicants (defined as an activity **NOT** sponsored by the Township or by a non-profit, in which either a fee is charged and/or a business or service is offered to the participants) will be assessed fees in accordance with the **hourly fee schedule** below **regardless of residency status**.

--Charitable organizations may be eligible for discounted fees to be determined on a case by case basis.

### DEPOSITS++:

A **\$100 refundable deposit** (check or money order payable to Medford Township) is required with all applications for picnic pavilions; and a \$200 refundable deposit is required with all applications for use of athletic fields

++Users will be notified in writing by the Township if any portion of the deposit is not returned due to facility damage and/or excessive trash.

*No refunds will be issued due to cancellation(s) caused by an act of God unless Medford Township is given sufficient notice of intent to cancel or fields or facilities have been closed by decision of the Municipality.*

**\*\*LIGHTING FEES:** All evening users of lighted fields must indicate if they want lighting and must pay the following fee(s) through a separate check made payable to "MYAA." PSE&G "demand" charges may also be added if applicable.

Bob Meyer Park Baseball Field	\$50/hour	Bob Bende Park Soccer Fields	\$50/hour
Hartford Crossing Park Fields	\$55/hour	Worrell Softball Field	\$45/hour

### DAILY &/or SEASONAL PERMIT FEES: (per field)

(For a seasonal permit, all players in the league will be counted to determine 75% residency for the discounted rate. For a one-time event, only host team players will be counted. A team/league roster, submitted with the application, must include the name and home address of each participant to be considered for the resident discount.)

*Non-municipal applicants*                      1 day – 3 weeks: \$50              3-7 weeks: \$100                      8 or more weeks: \$200

*Municipal applicants*                      1 day – 3 weeks: \$25              3-7 weeks: \$50                      8 or more weeks: \$100

*(75%+ Medford residents)*

*Commercial applicants* will be assessed fees in accordance with the **hourly fee schedule**.

### TOURNAMENT FEES: (no exemptions)

1 day tournaments:	3 fields	\$100	4+ fields	\$200
2 day tournaments:	3 fields	\$200	4+ fields	\$300
3 day/holiday weekend tournaments:	3 fields	\$300	4+ fields	\$400

### HOURLY FEES will be charged as follows (lighting additional fee\*\*):

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<b>Bob Bende Park</b> (see lighting *)	
Meeting Room (Commercial Use)	\$50
Meeting Room (all others)	\$25
Soccer Fields (3 total – 1 lighted)	PER MYAA AGREEMENT
Turf Field	PER MYAA AGREEMENT
<b>Medford Park/Tomlinson Park</b>	
Pavilion/Picnic Areas (Discounted resident rate)	\$50 (4 hours)
Pavilion/Picnic Areas (Non Resident)	\$100 (4 hours)
Pavilions/Picnic Areas (Commercial/100+ persons)	\$150/ (4 hours)
Restrooms Only	\$25 (flat fee—*included with pavilion rental)
Basketball Court	\$25
Bunning Baseball Field	\$25
Electrical or Water Access	\$25 (flat fee)
<b>Headwater Village</b>	
Tennis Courts (2 sets of 2 courts each)	\$25 each set
Softball/Multi-Purpose Field	\$25
<b>Bob Meyer Memorial Park</b> (see lighting *) ( <i>Fort Medford Playground - NO reservations accepted</i> )	
Teen Baseball Field (lighted)	PER MYAA AGREEMENT
Multi-purpose Field	PER MYAA AGREEMENT
Volleyball Court	\$25
Basketball Courts	\$25
Pavilions/Picnic Areas (Discounted Resident Rate)	\$100 (4 hours)
Pavilions/Picnic Areas (Non Resident)	\$200 (4 hours)
Pavilions/Picnic Areas (Commercial/100+ persons)	\$250/ (4 hours)
<b>Cranberry Park and Township Gazebo</b>	\$25 application fee
<b>Cranberry Hall</b>	\$50 application fee*
(*Cranberry Hall is designated for the use of senior citizens organizations and local community groups. Preference will be granted to senior citizens activities.)	
Private Parties	\$100
<b>Hartford Crossing Park</b> (see lighting *)	
Adult Softball Fields (2 total)	\$50 each
Youth Softball Fields (6 total-2 lighted)	PER MYAA AGREEMENT
Teen Baseball Field (lighted)	PER MYAA AGREEMENT
Youth Baseball Fields (5 total-2 lighted)	PER MYAA AGREEMENT
Football Field (lighted)	PER MYAA AGREEMENT
Practice Football Field (lighted)	PER MYAA AGREEMENT
Multi-purpose Field	PER MYAA AGREEMENT
Roller Hockey Rink	\$50
Pavilion	\$50
<b>Freedom Park</b>	
Skate Park	Individual entry-free
Skate Park Commercial Use	\$100
Multi-purpose Fields	\$25
Sand Volleyball Courts	\$25
Basketball Courts	\$25
Pavilions/Picnic Areas (Discounted Resident Rate)	\$100 (4 hours)
Pavilions/Picnic Areas (Non Resident)	\$200 (4 hours)
Pavilions/Picnic Areas (Commercial/100+persons)	\$250/ (4 hours)
Electrical OR Water Access	\$25 (flat fee)
<b>Worrell Adult Softball Field</b> (lighted*)	\$50
<b>Eton Lane and Jackson Road Multi-Purpose Fields</b>	\$25 each