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 Twp)* $100.00 for pavilions / $200 for fields
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 <u>may</u> 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 <u>only</u>. 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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PARK, BALLFIELD AND FACILITY USE PERMIT – PAGE 3

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 x334 // Fax: 609-714-1790
e-mail: kmccrink@medfordtownship.com

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

Bob Bende Park- Route 541

___Field #1__w/lights
___Turf Field #2__w/lights
___Field #3
___Field #4
___All-Purpose Room
___Bathrooms

Bob Meyer Park- Gravelly Hollow Road

___Baseball Field __w/lights
___Multi-Purpose Field
___Volleyball Court
___Basketball Courts
___Picnic Pavilion

Bunning Field- Mill Street

___Bunning Baseball Field

Cranberry Hall and Still (Cranberry) Park

___Cranberry Hall: Charles Street
___Still (Cranberry) Park: Filbert Street

Soccer Fields - off Jackson Road

___ Eton Lane Soccer Field (off Jackson Road @ Lambeth Walk)
___ Jackson Road Soccer Field @ Jackson Woods

Freedom Park- Union Ave and Jones Road

___ Multi-Purpose Field
___ Basketball Courts
___ Dog Run Area
___ Skatepark
___ Pavilion #1
___ Pavilion #2
___ Pavilion #3
___Sand Volleyball Courts
___Gaga Court Pit

Gill Road Fields- off Allen Avenue

___Gill Road Multi-Purpose Fields

Hartford Crossing- Church Road/ Hartford Road

___Adult Softball Field #1
___Adult Softball Field #2
___Football Field __ w/lights
___Practice Field __ w/lights
___Multi-Purpose Field __w/lights
___L.L. Field #1 __w/lights
___L.L. Field #2 __w/lights
___L.L. Field #3 __w/lights
___L.L. Field #4 (Hartford Rd)
___L.L. Field #5 (Hartford Rd)
___Roller Hockey Rink
___Teen Baseball Field __ w/lights

Hartford Crossing Girls' Softball Complex- Hartford Road

___Field #1__w/lights
___Field #2__w/lights
___Field #3
___Field #4
___Field #5
___Field #6

Headwater Park-Off Stokes Rd.

___Multi-Purpose Field
___Softball Field
___Tennis Courts - Headwater Drive
___Tennis Courts - Severn Drive

Medford Park- Gill and Mill Streets

___Basketball & Gaga Courts
___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 (75%+ Medford residents)	***1 day – 3 weeks: $25***	***3-7 weeks: $50***	***8 or more weeks: $100***

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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Bob Bende Park (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

Medford Park/Tomlinson Park

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)

Headwater Village

Tennis Courts (2 sets of 2 courts each)	$25 each set
Softball/Multi-Purpose Field	$25

Bob Meyer Memorial Park (see lighting *) (*Fort Medford Playground - NO reservations accepted)*

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)

Still (Cranberry Park) and Township Gazebo $25 application fee

Cranberry Hall $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 (4 hours)

Hartford Crossing Park (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

Freedom Park

Skate Park	Individual entry-free
Skate Park Commercial Use	$100
Multi-purpose Fields	$25
Sand Volleyball Courts	$25
Basketball or Gaga 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)

Worrell Adult Softball Field (lighted*) $50

Eton Lane and Jackson Road Multi-Purpose Fields $25 each