# 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)* (**Facility and/or Lights Fee made payable to MYAA*)
Application$_____ Check #: _____ Date Received: _____
Facility $_____ Check #: _____ Date Received: _____
Lights $_____ Check #: _____ Date Received: _____

**Deposit:** *(Separate Check or Money Order payable to Medford Township)* $200.00
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 <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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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: 609-654-6536*
*e-mail: bportocalis@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 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
___ Basketball Courts
___ Dog Run Area
___ Pavilion #1
___ Pavilion #2
___ Pavilion #3
___Sand Volleyball Courts
___Skatepark

**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

**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