

TOWNSHIP OF MIDDLETOWN

Recreation

1 Kings Highway
Middletown, NJ 07748-2594

JANET E. DELLETT
Director of Recreation

OFFICE LOCATION:
Poricy Park Nature Center
345 Oak Hill Road



Tel: (732) 615-2260
Fax: (732) 872-8706
www.middletownnj.org/recreation

Settled in 1664
"Proud of Our Rich Heritage"

Dear Facility/Field Renter,

Attached is a Middletown Township Athletic Field/Facility Rental Request Form. Completed applications can be either mailed, dropped off or scanned and emailed.

Mail To:

Middletown Recreation
1 Kings Highway
Middletown, NJ 07748

Drop Off At:

Middletown Recreation
345 Oak Hill Road
Red Bank, NJ 07701

Email To:

fields@middletownnj.org

Please remember to complete your application in full. Only request a field or facility for dates and times you know you will need and use.

Do not overbook for practices and games unless you are sure you need them. All facilities, fields and times requested for will be billed and payment for such will be required.

If you have any questions, please contact Middletown Township Recreation at 732-615-2260 or email fields@middletownnj.org.

MIDDLETOWN TOWNSHIP DEPARTMENT OF RECREATION ATHLETIC FIELD/FACILITY RENTAL REQUEST

All text in red will go into effect on June 1, 2024.

PROCEDURE FOR OBTAINING A FIELD/FACILITY USAGE PERMIT

1. The following items must be submitted in order to be considered:
 - ***Completed Application***
 - ***Certificate of Insurance***
 - Name of group/club/team making request should be as it appears on the Insurance Certificate.
 - Coverage must be for no less than \$1,000,000.00 Bodily Injury/Property Damage Combined Single Limit.
 - Middletown Township must be named as additional insured: Middletown Township, 1 Kings Highway, Middletown NJ 07748.
 - If request involves a Board of Education facility, an additional COI naming the Middletown Township Board of Education as additional insured must also be supplied: Middletown BOE, 834 Leonardville Road, Leonardo NJ 07737.
 - **FAILURE TO PROVIDE VALID & ACCEPTABLE COI WILL VOID FIELD/ FACILITY REQUEST.**
 - ***Proof of Residency & Team Rosters***
 - Copy of tax bill, driver's license or photo ID with name/address.
 - Teams must supply typed rosters with name, address & phone number for verification of Middletown residency.
 - A minimum of 80% residents required for resident rate.
 - Rosters are due no later than 2 weeks into the season or organization will be charged non-resident rate.
 - ***Concussion/Head Injury Awareness and Treatment Training***
 - All sport groups/teams are required to provide a signed copy of the Board of Education's "Statement of Compliance with Board Policy 2431.4 – Prevention and Treatment of Sports Related Concussions and Head Injuries," regardless if using a BOE facility or not.
2. Upon receipt of all above items properly completed, the requested usage will be reviewed and the applicant will be contacted.
3. If approved, the applicant will be advised of the usage fees along with payment instructions.
 - A minimum 50% deposit will be due one week prior to permit start date. If requesting a facility for one day, payment in full is due immediately.
 - The remaining 50% will be due halfway through permit use.
 - **If the balance is not submitted by this date, a late fee of \$250 will be assessed.**
4. **All coaches and volunteers for all sport facility users are required to hold a current CPR/AED and First Aid certification. The permit applicant is required to sign off verifying they are in compliance with this. Proof of verification may be asked for at any time.**
5. **All coaches and volunteers are required to be Rutgers SAFETY Clinic certified. The Rutgers SAFETY Clinic (Sports Awareness for Educating Today's Youth ™) is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (N.J.S.A. 2A:62A-6 et. seq.) A list of coaches and volunteers must be provided to Middletown Recreation.**

6. Requests must be made a minimum of seven (7) business days in advance of use except tournament requests which require a minimum of thirty (30) business days' advance notice.
7. Field Availability
 - o Grass athletic fields are available March 15 thru November 15 each year.
 - o Turf athletic fields are available weather permitting January 1 thru December 31.
 - o Gym and Meeting Rooms are available January 1 thru December 31 each year, except recognized Township Holidays.
 - o Picnic Shelter is available for rental April 1 thru November 15 each year.
8. All requests will be reviewed by the Recreation & Parks staff to determine if additional Township staffing is necessary for requested event. If so, additional staffing costs will be required and billed accordingly.
9. Requests for:
 - o **WINTER** (December 1 thru March 14): shall be submitted no earlier than the 1st business Monday in November for Class II Resident Users and 2nd business Monday for Class III Non-Resident Users.
 - o **SPRING** (March 15 thru June 15): shall be submitted no earlier than 1st business Monday in February for Class II Resident Users and 2nd business Monday for Class III Non-Resident Users.
 - o **SUMMER** (June 16 thru August 31): shall be submitted no earlier than 1st business Monday in May for Class II Resident Users and 2nd business Monday for Class III Non-Resident Users.
 - o **FALL** (September 1 thru November 30): shall be submitted no earlier than 1st business Monday in July for Class II Resident Users and 2nd business Monday for Class III Non-Resident Users.
10. Applicants making requests for use of overlapping seasons will be given priority when submitting subsequent requests.
11. Middletown Township Recreation programs and events and Township BOE activities and events will be given priority in scheduling fields & facilities as will Middletown Township resident groups and past facility/fields users.
12. User Classifications:
 - o **Class II:** Middletown Twp based sports teams/leagues/organizations consisting of 80% or more Middletown Twp residents
 - o **Class III:** Sports teams/leagues/organizations based out of Middletown Twp or not consisting of 80% minimum Twp residents, for profit sports camps/clinics, for profit personal sport-specific trainers and any/all other users determined to be non-residents.
13. Fees:
 - o **ATHLETIC FIELDS:**
 - Class II: \$20/2-hr per day // **\$30**
 - Class III: \$40/2-hr per day // **\$60**
 - Lights: Additional \$20/per field per night
 - o **TURF FIELDS (except Normandy Park):**
 - Class II: \$35/2-hr per day // **\$53**
 - Class III: \$70/2-hr per day // **\$105**
 - Normandy Park Turf Complex
 1. Class II:
 - a. Zone A: One, 40x60 soccer field per two-hour period: \$25 // **\$38**
 - b. Zone B: Two, 40x60 soccer or One 50x90 soccer per two-hour period: \$25 // **\$38**
 - c. Zone C: One, 40x60 soccer or One 50x90 soccer per two-hour period: \$25 // **\$38**
 - d. Zone D: One, 43x60 youth baseball field per two-hour period: \$25 // **\$38**
 - e. If all zones are permitted for the same time by a single entity, the fee shall be \$25 // **\$38** per zone.
 2. Class III:

- a. Zone A: One, 40x60 soccer field per two-hour period: \$70 // \$105
 - b. Zone B: Two, 40x60 soccer or One 50x90 soccer per two-hour period: \$70 // \$105
 - c. Zone C: One, 40x60 soccer or One 50x90 soccer per two-hour period: \$70 // \$105
 - d. Zone D: One, 43x60 youth baseball field per two-hour period: \$70 // \$105
 - e. If all zones are permitted for the same time by a single entity, the fee shall be \$70 // \$105 per zone.
- 3. Lights: Additional \$20/ per night
- o GYM:
 - Weekday
 - 1. Class II: \$20/2-hr per weekday // \$30
 - 2. Class III: \$40/2-hr per weekday // \$60
 - Weekend
 - 1. Class II: \$40/2-hr per weekend/holiday day // \$60
 - 2. Class III: \$80/2-hr per weekend/holiday day // \$120
 - Gym Scoreboard: Additional \$20/per rental date
- o TENNIS/PICKLEBALL COURTS:
 - Class II: \$5/hr daytime // \$7; \$8/hr night time (lights included) // \$12
 - Class III: \$12/hr daytime // \$18; \$16/hr night time (lights included) // \$24
- o MEETING ROOMS/SHELTER BUILDING:
 - Class II: \$20/2-hr per day // \$30
 - Class III: \$40/2-hr per day // \$60
 - Tables/Chairs: \$5 per table \$2 per chair. If set up/take down is required, please indicate this on the request. Additional staffing fees may apply.
- o SHOW MOBILE:
 - Show Mobile with no extensions. Drop-off, setup, pickup \$300/day. // \$450
- o TOURNAMENTS:
 - Sports tournaments (entry fees). Number of players per team varies per sport and tournament: \$5 to \$50 per person. Fee is also based upon the number of players per team.
- o ADDITIONAL STAFFING FEES: Any required township employee for any class of user shall be calculated at the maximum regular hourly and overtime rates, as applicable based on the time of need. Will be billed after the event with exact cost.
 - Weeknight: up to \$40/hr/staff
 - Saturday: up to \$60/hr/staff
 - Sunday/Holiday: up to \$80/hr/staff

IMPORTANT NOTICE

TO ALL SPORTS LEAGUES:

ANY LEAGUE SEEKING TO MAKE THEIR OWN IMPROVEMENTS TO A SPORTS FIELD AND /OR PARK PROPERTY MUST REQUEST PERMISSION FROM THE PUBLIC WORKS DEPARTMENT.

REQUESTS MUST BE SUBMITTED IN WRITING AND INCLUDE A DESCRIPTION OF THE INTENDED IMPROVEMENT, COST BREAKDOWN OF THE PROJECT, A SURVEY DRAWING DEPICTING EXISTING CONDITIONS AND THE PROPOSED IMPROVEMENT, AS WELL AS, CONSTRUCTION DETAILS. SUBMITTAL MAY ALSO REQUIRE A GRADING PLAN AND/OR BUILDING PERMIT.

APPLICABLE ITEMS REQUIRING APPROVAL INCLUDE CONSTRUCTION, INSTALLATION AND REPAIR OF THE FOLLOWING:

- BACKSTOPS, BATTING CAGES, PITCHING CAGES, FENCING, LIGHTING, SCOREBOARDS,
- GOALS, PLAYER'S BENCHES, BLEACHERS, DRAINAGE PIPING AND STRUCTURES, WATER LINES,
- UTILITIES, IRRIGATION, STORAGE BUILDINGS, SHEDS, TRAILERS AND CONTAINERS, DUGOUTS,
- FIELD, COURT AND HOCKEY RINK RENOVATIONS, PARKING LOT CONSTRUCTION, SEEDING, TOPSOILING, FERTILIZING, STOCKPILING. ITEMS ALSO INCLUDE IMPROVEMENTS/UPGRADES TO CONCESSION STANDS, BATHROOMS AND ANY OTHER BUILDING IMPROVEMENTS.

THE PLACEMENT OF PORTABLE RESTROOMS AT PARK PROPERTIES ALSO REQUIRES WRITTEN APPROVAL. NOTE THAT A PORTABLE RESTROOM MUST BE TYPE PROVIDING ADA ACCESSIBILITY.

SUBMITTALS WILL BE REVIEWED BY PUBLIC WORKS STAFF, RECREATION, AND TOWNSHIP ADMINISTRATION PRIOR TO APPROVAL OR DENIAL. CERTAIN IMPROVEMENTS MAY INVOLVE REVIEW AND APPROVAL BY THE TOWNSHIP COMMITTEE.

NOTE THAT IMPROVEMENTS/UPGRADES TO THE TOWNSHIP SPORTS FACILITIES AND PARKS PERFORMED BY THE SPORTS LEAGUES ARE TREATED AS DONATIONS TO THE TOWNSHIP AND BECOME PROPERTY OF THE TOWNSHIP OF MIDDLETOWN.

THANK YOU.

Township of Middletown Public Works & Engineering 52 Kanes Lane, Middletown, NJ 07748
Phone: (732) 615-2110 Fax: (732) 671-0039

**MIDDLETOWN TOWNSHIP DEPARTMENT OF RECREATION
ATHLETIC FIELD/FACILITY RENTAL REQUEST**

1 Kings Highway, Middletown, NJ 07748
(P) 732-615-2260 • (F) 732-842-6833 • fields@middletownnj.org

ATHLETIC FIELD/FACILITY RENTAL REQUEST

Name of Organization/Club/League: _____
Sport: _____
Contact Person for Group & Position: _____
Address: _____
City/State/Zip: _____
Primary Phone: _____ Secondary Phone: _____
Email: _____

Day of Week	Park	Field	Specific Dates: From - To	Specific Hrs: From - To	Type of Activity practice/game/etc

Specific Notes/Comments/Requests: _____

For Office Use Only

☐ Deposit/Balance ☐ COI ☐ BOECOI ☐ CPR/AED & First Aid Certification ☐ Rutgers SAFETY Clinic Certified

Rules & Regulations



1. Signature and address of responsible party of organization who has full understanding of and acceptance of the terms of the permit, and who will accept responsibility for adherence with all Township Regulations and Ordinances.
2. All coaches and volunteers for all sport facility users are required to hold a current CPR/AED and First Aid certification. The permit applicant is required to sign off verifying they are in compliance with this. Proof of verification may be asked for at any time.
3. All coaches and volunteers are required to be Rutgers SAFETY Clinic certified. The Rutgers SAFETY Clinic (Sports Awareness for Educating Today's Youth TM) is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (N.J.S.A. 2A:62A-6 et. seq.) A list of coaches and volunteers must be provided to Middletown Recreation.
4. Permit holders are required to evaluate the field/facility before use and ARE NOT PERMITTED TO PLAY ON A FIELD DAMAGED OR IF DAMAGE WOULD OCCUR DUE TO ADVERSE WEATHER CONDITIONS.
5. Rainouts or cancellations by the permit holder must be reported to Middletown Recreation within 48 hours for refund/credit consideration.
6. Permit holders are required to police and clean up their Township field/facility and adjoining areas after use.
7. Permit holders must provide the Township and BOE, if necessary, with a CURRENT Certificate of Insurance prior to using field/facility.
8. Permit holders must pay deposit fee or total fee for use PRIOR to using Township field/facility.
9. Permit holders are responsible for damage to Township field/facility/equipment.
10. Permit holders may NOT sublet or assign reserved times/facilities to other teams, leagues or individuals. If found in violation permits will be revoked and any fees collected will not be refunded.
11. The Township reserves the right to close any field or facility for safety, weather or property concerns as the Township deems necessary. Each permit holder will be notified of field/facility closings.
12. Failure to follow these policies can result in revocation of permits and/or paying for restoration of fields/facility/equipment that have been damaged or left in unclean condition.
13. I have reviewed a copy of Twp Ordinances and Fees. These can be found under the Ordinance section of the Township website. Ordinance#: [240 - 25](#) "Fees - Department of Recreation"

Signature of Applicant (Agrees to Comply with Rules & Regulations)

Date

Middletown Township Public Schools
PO Box 4170, Middletown, NJ 07748
(732) 671-3850 FAX (732) 291-1035
www.middletownk12.org



COMMUNITY SPORTS ORGANIZATIONS

Statement of Compliance With BOARD POLICY 2431.4-PREVENTION AND REATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

Prevention of a sports-related concussion and head injuries is an important component of Middletown Township Public School's athletic program as addressed in our Policy 2431.4 (attached).

As an organization which uses district facilities for youth sports, you are responsible for assuring the district that your coaches and other volunteers have bene properly trained to know the facts about concussion and head injury and when it is safe for athletes to return to play.

The Centers for Disease Control and Prevention provides an online training session entitled "Heads Up, Concussion in Youth Sports" which can be found at:

www.cdc.gov/concussion/HeadsUp/online_training.html

This statement of compliance must be presented to the district along with a current Certificate of Insurance naming the Middletown Township Public Schools as an additional insured prior to the use of our facilities.

I _____ an authorized representative of _____
(Print Name) (Name of Organization)
do hereby certify that our organization is in full compliance with the Middletown Township Public School's policies for the management of concussions and other head injuries.

Signature

Date

Title

A Student-Focused Community