

# MIDDLETOWN TOWNSHIP DEPARTMENT OF PARKS AND RECREATION



1 Kings Highway, Middletown, NJ 07748  
(P) 732-615-2260 • (F) 732-842-6833 • [fields@middletownnj.org](mailto: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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*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™) 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 Parks and 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 "Procedure for Obtaining a Field/Facility Usage Permit" AND Middletown Township Ordinances and Fees. These can be found under the Ordinance section of the Township website. Ordinance#: [240 - 25](#) "Fees - Department of Recreation"**

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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](http://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 been 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](http://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*

## Procedure for Obtaining a Field/Facility Usage Permit

### 1. Required Submissions

The following items must be submitted for your request to be considered:

- **Completed Application**
- **Certificate of Insurance (COI)**
  - The name of the group/club/team on the request must match the name on the COI.
  - Coverage must provide no less than **\$1,000,000 Bodily Injury/Property Damage Combined Single Limit.**
  - **Middletown Township** must be named as an additional insured on **a primary and noncontributory basis:**  
*Middletown Township, 1 Kings Highway, Middletown, NJ 07748.*  
**Please include a copy of the additional insured endorsement with the COI.**
  - If the request involves a **Board of Education facility**, an additional COI naming the **Middletown Township Board of Education** as additional insured must also be provided:  
*Middletown BOE, 834 Leonardville Road, Leonardo, NJ 07737.*
  - **Failure to provide a valid and acceptable COI will void the field/facility request.**
- **Proof of Residency & Team Rosters**
  - Acceptable proof includes a copy of a tax bill, driver's license, or photo ID showing name and address.
  - Teams must supply **typed rosters** listing each participant's name, address, and phone number for verification of Middletown residency.
  - A minimum of **80% Middletown residents** is required to qualify for the resident rate.
  - Rosters are due no later than **two weeks into the season**, or the organization will be charged the non-resident rate.
- **Concussion/Head Injury Awareness and Treatment Training**
  - All sports groups/teams must 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 of whether a BOE facility is used.

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### 2. Review Process

Once all required items are submitted and complete, the request will be reviewed, and the applicant will be contacted.

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### 3. Fees and Payment

If approved, the applicant will receive a fee schedule and payment instructions.

- A **50% deposit** is due one week prior to the permit start date.
  - For one-day rentals, **full payment is due immediately.**
- The remaining 50% is due **halfway through the permit period.**
- A **\$250 late fee** will be assessed if the balance is not paid by the due date.

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### 4. CPR/AED & First Aid Certification

All coaches and volunteers must maintain **current CPR/AED and First Aid certification.**

The permit applicant must sign off verifying compliance. Proof may be requested at any time.

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### 5. Rutgers SAFETY Clinic Certification

All coaches and volunteers must be certified through the **Rutgers SAFETY Clinic** (Sports Awareness for Educating Today's Youth™).

This three-hour program meets N.J.A.C. 5:52 standards and provides partial civil immunity protection under the "Little League Law" (N.J.S.A. 2A:62A-6 et seq.).

A list of certified coaches and volunteers must be provided to Middletown Recreation.

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## 6. Submission Deadlines

Requests must be made a minimum of **seven (7) business days** in advance, except for **tournaments**, which require **thirty (30) business days**' notice.

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## 7. Field Availability

- **Grass Fields:** March 15 – November 15
- **Turf Fields:** January 1 – December 31 (weather permitting)
- **Gyms & Meeting Rooms:** January 1 – December 31 (closed on Township holidays)
- **Picnic Shelters:** April 1 – November 15

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## 8. Staffing Requirements

All requests will be reviewed to determine if additional Township staffing is needed.

If required, the applicant will be billed for the associated costs.

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## 9. Yearly Request Schedule

Season	Class II (Resident) Earliest Submission	Class III (Non-Resident) Earliest Submission
Winter (Dec 1–Mar 14)	1st business Monday in July	2nd business Monday in July
Spring (Mar 15–Jun 15)	1st business Monday in January	2nd business Monday in January
Summer (Jun 16–Aug 31)	1st business Monday in January	2nd business Monday in January
Fall (Sep 1–Nov 30)	1st business Monday in July	2nd business Monday in July

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## 10. Overlapping Seasons

Applicants requesting use across multiple seasons will receive priority for subsequent requests.

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## 11. Scheduling Priority

Priority is given to:

1. Middletown Township Recreation programs and events
2. Middletown Township Board of Education activities
3. Past facility/field users
4. Middletown resident groups

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## 12. User Classifications

- **Class II:** Middletown Township-based sports organizations with **80% or more residents**
- **Class III:** Non-Middletown-based organizations or those with **less than 80% residents**, including for-profit sports camps, clinics, and personal trainers

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## 13. Fees

### Athletic Fields

- Class II: \$30 / 2 hours per day - Class III: \$60 / 2 hours per day
- Lights: +\$20 per field per night

### Turf Fields (excluding Normandy Park)

- Class II: \$53 / 2 hours per day - Class III: \$105 / 2 hours per day

### Normandy Park Turf Complex

Zone	Description	Class II	Class III
A	One 40x60 soccer field	\$38	\$105
B	Two 40x60 or one 50x90 soccer field	\$38	\$75
C	One 40x60 or one 50x90 soccer field	\$38	\$75
D	One 43x60 youth baseball field	\$38	\$75
<b>All Zones</b>	Same time, single entity	\$38 per zone	\$38 per zone
<b>Lights</b>		+\$20 per night	+\$20 per night

### Gyms

- **Weekday:**
  - Class II: \$30 / 2 hours - Class III: \$60 / 2 hours
- **Weekend/Holiday:**
  - Class II: \$60 / 2 hours - Class III: \$120 / 2 hours
- **Scoreboard:** +\$20 per rental date

### Tennis/Pickleball Courts

- Class II: \$7/hr (daytime), \$12/hr (nighttime, lights included)
- Class III: \$18/hr (daytime), \$24/hr (nighttime, lights included)

### Meeting Rooms / Shelter Buildings

- Class II: \$30 / 2 hours per day - Class III: \$60 / 2 hours per day
- Tables: \$5 each | Chairs: \$2 each
  - Indicate setup/takedown on request; additional staffing fees may apply.

### Show Mobile

- \$450/day (drop-off, setup, pickup; no extensions)

### Tournaments

- Fee: \$5–\$50 per player (varies by sport, size, and structure)

### Additional Staffing Fees

Billed after the event based on actual hours and applicable rates:

- Weeknight: up to \$40/hr/staff
- Saturday: up to \$60/hr/staff
- Sunday/Holiday: up to \$80/hr/staff

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### 14. Field and Park Improvements

Any league or organization wishing to make improvements to Township fields or parks **must obtain prior written approval**.

#### Written requests must include:

- Description and cost breakdown of proposed improvement
- Survey showing existing conditions and proposed work
- Construction details (grading plan and/or building permit may be required)

#### Examples of work requiring approval include:

- Backstops, batting cages, dugouts, fencing, lighting, scoreboards
- Goals, benches, bleachers, drainage systems, irrigation, utilities
- Storage buildings, sheds, trailers, containers
- Field, court, or hockey renovations; seeding, topsoiling, fertilizing, grading
- Upgrades to concession stands, bathrooms, or other buildings
- Placement of **portable restrooms** (must be ADA accessible)

**Note:** Any improvements or upgrades made by leagues, groups, or organizations are considered **donations** and become the property of the **Township of Middletown**.