

TOWNSHIP OF MIDDLETOWN

DEPARTMENT OF RECREATION

Township Hall, One Kings Highway
Middletown, NJ 07748-2594

OFFICE LOCATION:
Poricy Park
345 Oak Hill Road, Middletown, NJ 07748
Tel: (732) 615-2260 Fax: (732) 842-6833
www.middletownnj.org

JANET E. DELLETT
Director of Recreation



Dear Facility/Field Renter

Attached is a Middletown Township Athletic Field/Facility Rental Request Form.

Completed applications can be either mailed to:

Middletown Recreation
1 Kings Highway
Middletown, NJ 07748

or, may be dropped off at the Township Recreation Offices, Poricy Park Nature Center, 345 Oak Hill Road.

Please remember to complete your application in full. Also, please remember to only request a field or facility for dates and times you know you will need and use. **DO NOT OVERBOOK FOR PRACTICES & GAMES UNLESS YOU ARE SURE YOU NEED THEM. ALL FACILITIES/FIELDS/TIMES REQUESTED FOR WILL BE BILLED AND PAYMENT FOR SUCH WILL BE REQUIRED.**

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

Sincerely,

Middletown Township Recreation



Celebrating 350 Years of Community and History
MIDDLETOWN TOWNSHIP DEPARTMENT OF RECREATION
ATHLETIC FIELD/FACILITY RENTAL REQUEST

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 and the remaining 50% will be due halfway through permit use. If requesting a facility for one day, payment in full is due immediately.

NOTES:

1. **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.**
2. **Fields are available March 15 thru November 15 each year. Gym and Meeting Rooms are available January 1 thru December 31 each year, except recognized Township Holidays. Weekend Gym use must conclude no later than 6pm. Picnic Shelter is available for rental April 1 thru November 15 each year.**
3. **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 required and billed accordingly.**
4. **Requests for:**
 - a. **WINTER: December 1 thru March 14 shall be submitted no earlier than 1st business November Monday for residents and 2nd business Monday for non-residents**
 - b. **SPRING: March 15 thru June 15 shall be submitted no earlier than 1st business February Monday for residents and 2nd business Monday for non-residents.**
 - c. **SUMMER: June 16 thru August 31 shall be submitted no earlier than 1st business May Monday for residents and 2nd business Monday for non-residents.**
 - d. **FALL: September 1 thru November 30 shall be submitted no earlier than 1st business July Monday for residents and 2nd business Monday for non-residents.**
5. **Applicants making requests for use of overlapping seasons will be given priority when submitting subsequent requests.**
6. **Middletown Township Recreation programs/events and Township BOE activities/events will be given priority in scheduling fields & facilities as will Middletown Township resident groups and past facility/fields users.**

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 Hours From To	Type of Activity practice/game/etc

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1. Fees:
 - a. ATHLETIC FIELDS:
Class II: \$20/2-hr per day • Class III: \$30/2-hr per day
Lights: Additional \$20/per field per night
 - b. TURF FIELD:
Class II: \$35/2-hr per day
Class III: \$140/2-hr day
Lights: Additional \$20/ per night
 - c. GYM:
Class II: \$20/2-hr per weekday • Class III: \$30/2-hr per weekday
Class II: \$40/2-hr per weekend/holiday day • Class III: \$60/2-hr per weekend/holiday day
Gym Scoreboard: Additional \$20/per rental date
 - d. TENNIS COURTS:
Class II: \$5/hr daytime; \$8/hr night time (lights included)
Class III: \$6/hr daytime; \$10/hr night time (lights included)
 - e. MEETING ROOMS/SHELTER BLDG:
Class II: \$20/2-hr per day • Class III: \$30/2-hr per day
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.
 - f. SHOW MOBILE:
Show Mobile with no extensions. Drop-off, setup, pickup \$300/day.
Show Mobile with extensions. Drop-off, setup, pickup \$750/day.
 - g. **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
2. 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.
3. 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.
4. Rainouts or cancellations by the permit holder must be reported to Middletown Recreation within 48 hours for refund/credit consideration.
5. Permit holders are required to police and clean up their Township field/facility and adjoining areas after use.
6. Permit holders must provide the Township and BOE, if necessary, with a CURRENT Certificate of Insurance prior to using field/facility.
7. Permit holders must pay deposit fee or total fee for use PRIOR to using Township field/facility.
8. Permit holders are responsible for damage to Township field/facility/equipment.
9. Permit holders may NOT sublet or assign reserved times/facilities to other teams, leagues or individuals.
If found in violation permits will be revoked & any fees collected will not be refunded.
10. 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.
11. 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.
12. **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

P.O. 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 TREATMENT 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

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 here by 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

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 "HANDICAPPED" 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