**§3-52.2.     Use of township recreation facilities—policies and procedures. [Added 5-7-12 by Ord. No. O-5-2012-010]**

A.   Application policies and procedures.

(1)    Applications for the use of township parks and/or recreation facilities may be obtained at the Monroe Community Center, 120 Monmouth Road, Monroe Township, New Jersey. Applications are required for organized programs, games, contests, picnics, sports activities, and any other organized gathering.

(2)    Applications for the use of township parks and recreation facilities will only be issued to adults twenty-one (21) years of age or older.

(3)    Monroe Township residents, businesses/industries located in Monroe Township and township based organizations will receive priority consideration in being allowed to use township parks and recreation facilities. The following shall be the order in which the Recreation Department shall review applications for the use of township facilities:

(a)    Recreation sponsored organization programs for township residents.

(b)    **Travel** **teams** affiliated with the township based organizations. To be qualified as an affiliated team, a team roster is required with all facility use applications. This roster must include the name and home address of all **travel** team members. At least eighty percent (80%) of the**travel** team roster shall be residents of Monroe Township. However, exceptions to the eighty percent (80%) requirement may be authorized by the township recreation staff, but in no case shall the team be composed of less than fifty percent (50%) township residents. For the purpose of this roster requirement, recreation program and **travel** team participants from the Borough of Jamesburg shall be counted as township residents so long as the Borough of Jamesburg continues the sending-receiving relationship with Monroe Township High School.**Travel** **teams** in existence before April 1, 2012 with rosters in which less than eighty percent (80%) of the members are township residents shall be grandfathered, and the Recreation Department shall allow existing nonresident participants to continue in the program until they are no longer age eligible.

(c)    Nonaffiliated Monroe Township **travel** **teams** in existence before April 1, 2012.

(d)   Nonaffiliated Monroe Township **travel** **teams** established after April 1, 2012.

(e)    Other private and/or nonresident individuals or organizations that are subject to a facility charge payable to the Township of Monroe.

(4)    The availability of facilities and equipment shall be at all times subject to the needs and requirements of the Recreation Department.

(5)    The Recreation Department is solely responsible for the scheduling of all township recreation facilities. All efforts will be made to maximize the usage of township facilities.

(6)    Every organization shall sign such contract(s) for the use of facilities as shall be required and pay the specified rental charges, if applicable, and fees at least seven (7) days prior to the event.

(7)    In the event of a cancellation, the organization shall provide seven (7) days notice to the Recreation Department.

(8)    All formal organizations using township recreation facilities shall furnish the Recreation Department with a copy of their bylaws and their annual financial statements.

(9)    The township reserves the right, at its sole discretion, to deny the use of any township facility if the requested use is not in the public interest.

B.   Supervision. Each organization granted permission to use township parks and facilities shall provide responsible adult supervision.

C.   Maintenance of facilities.

(1)    Township facilities must be left in a clean and orderly manner. Applicants granted the use of township parks and recreation areas will be held responsible for property damage resulting from the lack of adequate supervision of participants and spectators. Users who damage township property shall be notified in writing by the Recreation Department within twenty-four (24) hours after the conclusion of the event, and the cost of damage repair shall be billed to the user.

(2)    Sports fields need to be rested for maintenance purposes as determined solely by the Township Parks Department.

(3)    The Township Recreation Department has the right to determine if township fields are playable.

(4)    Whenever an event requires a Park and Recreation employee to be on duty outside of regular working hours, or if additional work is needed to prepare for an event or to clean up after the event, the Department may charge a fee for such extra services.

(5)    Vehicles used for field maintenance (e.g. golf carts used to rake in-fields) shall only be operated by persons at least eighteen (18) years of age with a valid New Jersey driver's license.

D.   Request for new or modified facilities.

(1)    Any organization wishing to improve and/or modify township recreational facilities at its own expense must submit a detailed plan of the proposed improvement and a certificate of insurance to the Recreation Director.

(2)    No such plan can be implemented without the prior written approval of the Recreation Director and the Business Administrator.

E.   Prohibited activities.

(1)    The consumption of alcoholic beverages is prohibited in all township facilities.

(2)    Smoking is prohibited in all municipal buildings, and to at least twenty (20) feet away from the exterior of all municipal buildings. Smoking is restricted to designated smoking areas in township parks and outdoor facilities.

F.   Parking.

(1)    Parking is limited to designated parking areas.

(2)    No motor vehicles are permitted on any field, park, or open space except in emergency situations only.

G.   Insurance requirements for formal organizations.

(1)    Formal organizations are defined as those organized as a 501C(3) organization, or any corporation, professional corporation, limited liability corporation, partnership, limited liability partnership, sole proprietorship, joint venture, or any other business entity.

(2)    Approval for the use of township recreation facilities is specifically contingent on the organization furnishing a copy of a Certificate of Insurance naming the Township of Monroe as an additional insured, and a letter of acknowledgment from the insurance agent/broker. The Certificate shall be in an amount not less than one million dollars ($1,000,000.) combined single limit and shall include Comprehensive General Liability with the Broad Form Liability endorsement or its equivalent. Failure of the organization to provide a copy of a valid Certificate of Insurance will render the application invalid and prohibit the use of the facilities.

(3)    Recreation Accident Insurance. The township provides, at its expense, a Recreation Accident Insurance for all program registrants. The policy provides for a maximum benefit of one thousand dollars ($1,000.). It is intended to be supplemental to your own personal health insurance. Eligible expenses will be determined after benefits have been paid by the registrant's health insurance carrier. All accidents must be reported within twenty-four (24) hours after its occurrence.