



TOWNSHIP OF GREENWICH
MUNICIPAL BUILDING
321 Greenwich Street
Stewartsville, NJ 08886

Township Clerk / Administrator
P (908) 859-0909
F (908) 454-6158

Parks, Pavilion & Recreation Facility Use Permit

Application Instructions

Organizations, groups, and individuals seeking to reserve a Greenwich Township park or recreation facility must complete and sign an **Application for Parks, Pavilion & Recreation Facility Use Permit** and return it to Greenwich Township Clerk. Parks & Recreation Facility Use applications and instructions are available on the Greenwich Township Recreation Commission webpage:

<http://www.greenwichtownship.org/about-us/>.

If you have requests for multiple fields you may return the signed application with an official letter on your organization stationary listing the fields, dates and times requested. Please apply only for facilities you plan to use on a regular basis. Applicants for Spring and Summer athletic field and court permits should return their applications no later than **January 15th each year**. The signed, **original** application must be returned to 321 Greenwich Street, Stewartsville, NJ 08886.

All organizations seeking to reserve a Greenwich Township Parks facility must appear before the Greenwich Township Recreation Commission for application review. The Recreation Commission reserves the right to determine facility use assignments to balance competing requests for space and hours of use.

Group, organization, or team applicants for a Parks & Recreation Facility Use Permit must present evidence of liability insurance protection a minimum of sixty days prior to the permit start date. The coverage shall be in the minimum amount of \$1,000,000 combined single limit. The **required Certificate of Insurance** must specifically name the **Greenwich Township as both the “Certificate Holder”** and as an **“Additional Insured”** for the activity.

Organizations using private or non-profit service contractors for coaching, training, camp, or clinician services must have that organization provide both General Liability and Workers Compensation insurance information. They will also be required to enter their insurance information electronically.

If the applicant will be bringing vehicles onto the Township’s property (other than a designated parking lot) the applicant must also provide a Certificate of Insurance indicating coverage for **Automobile Liability Insurance** for “Owned, Hired, and Non-Owned” vehicles.

At the time of application, applicants must file a roster of organization officials with full address and telephone contact information. Applicants requesting permission to use Township athletic fields for **adult sports activities and for individual youth sports teams** must provide a roster of home team players with full address and telephone information.

For **Special Event** uses of Greenwich Township parks, the Township reserves the right to require that an applicant provide, at its own expense, security personnel, sanitation equipment and facilities, or other necessary equipment and services to guarantee the public health and welfare. Also, organizations presenting applications for the use of a Township Park or recreation facility for a special event or an exhibition should be prepared to present- 1) a **Site Plan** for the event, 2) a **Traffic and Parking Control Plan** to be approved by the Greenwich Township Police Department, and 3) a written **Emergency Plan** of safety and security procedures for participants and spectators (*Emergency Plan Guidelines* are available from the Recreation Commission).

Please note that the Greenwich Township **prohibits the driving or parking of vehicles** on Township parklands outside of designated parking areas unless specific permission is granted. **Alcohol is prohibited** in all Greenwich Township public parks except by Permit issued by the Township's Chief of Police.

Facilities may be closed periodically for required seasonal maintenance. We shall provide 48 hours advance notice of closings whenever possible. Most outdoor athletic facilities will not open for active use until **April 1st each year**, weather permitting.

The applicant must agree that while using Township facilities for practices, games, tournaments, and events that it will comply with the requirements of the American with Disabilities Act. If you have questions regarding program access requirements, please contact the Recreation Commission.

It is the responsibility of the official representative of the organization holding the permit to insure all individuals in the group are aware of Greenwich Township's Athletic Field, Pavilion & Court Scheduling Guide. Employees of the Township of Greenwich and the Greenwich Township Police Department will strictly enforce all Ordinances governing activities in Greenwich Township parks. A copy of the Township's **Parks, Pavilion & Recreation Facility Use Permit** should remain in the possession of an official group representative or a league head coach when the group is using Township parks and recreation facilities.

All applications must be signed or they will not be accepted.

Park, Pavilion and Athletic Field Facility Use, and Security Fees are set by Ordinance.