



GREENWICH TOWNSHIP PARKS & RECREATION ATHLETIC FIELD, PAVILION & COURT SCHEDULING GUIDE

Greenwich Township Recreation Commission
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Greenwich Township Recreation Commission

Athletic Field Policies and Procedures

1.0 PURPOSE

To manage Greenwich Township Athletic Fields in a manner to assure equitable distribution, achieve maximum use of facilities by the public, and when necessary, to protect the fields from damage by weather conditions and overuse.

2.0 DEFINITIONS

Unless clearly inconsistent with the context in which used, the following definitions will apply:

- A. **Adult** means participants 18 years of age and over.
- B. **Association** means the organization or business responsible for its member clubs(s) or team(s)
- C. **Athletic Field** means all types of athletic fields including, but not limited to; baseball, softball, soccer, football, lacrosse, rugby, etc. and their accompanying sidelines and seating for audience members.
- D. **Certificate of Insurance** is a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. More specifically, the document lists the effective date of the policy, the type of insurance coverage purchased, and the types and dollar amount of applicable liability.
- E. **Workman's Compensation Insurance** is insurance that covers medical and rehabilitation costs and lost wages for employees injured at work
- F. **Township Recreation Commission Staffed Programs** means classes, activities or event programmed, organized, facilitated and staffed by employees or volunteers of Greenwich Township Recreation Commission.
- G. **Commercial Groups** means groups that charge admission and/or participation fees and/ or have as a purpose the generation of income for the host group or individuals(s).
- H. **Township Based Team** is a team that carries a minimum of 75% Greenwich Township participants that are residents and is overseen by the Greenwich Township Recreation Commission.
- I. **Historical Use** means organizations that have scheduled athletic fields during the most recent season.
- J. **Maintenance Staff** means Greenwich Township Parks Maintenance and Operations staff.
- K. **Non- Commercial Group** means non- profit groups.
- L. **Youth** means participants 17 years of age and under.
- M. **Season** means the normal calendar months of a particular sport.
- N. **Team** means a number of persons associated in some joint action.
- O. **Special Event:** Athletic field uses that require the Township to provide equipment or public safety and security services to carry out requested uses. The Township

- Committee shall determine whether an athletic field use constitutes a Special Event and the appropriate fee schedule on a case-by-case basis. See Section 7.0
- P. **Pet:** Any domesticated animal, other than a disability assistance service animal, kept for amusement or companionship, including but not limited to dogs, cats, hamsters, and ferrets.

3.0 GENERAL RULES AND REGULATIONS

- 3.1 Greenwich Township is responsible for overall scheduling and maintaining the fields. Local not-for-profit recreational youth athletics organizations may be provided with blocks of time on Township facilities to schedule practices and games for their respective leagues.
- 3.2 All alcoholic beverages and illegal substances are prohibited on town properties. Alcoholic beverage can be permitted but only by Township issued permit.
- 3.3 Teams may not use athletic fields unless pre-scheduled by the Township or by their respective league holding a permit for use of that facility.
- 3.4 Field Closure Information
- 3.4.1 During periods of inclement weather, Greenwich Township maintains the right to close the Athletic Fields as determined by the maintenance staff or the Recreation Commission. Closures may also result from poor playing conditions, which could cause hazardous conditions for the public and/or excessive repair work to bring the field back to playable conditions.
- 3.4.2 E-mail notifications on field conditions are sent to league officials by request.
- 3.4.3 Any team or organization that plays on a field that has been officially closed may forfeit current reserved field times.
- 3.5 Group representative(s) are required to have a copy of their approved field usage permit on hand to avoid any conflicts. The field use permit shall be a final document issued to the organization.
- 3.6 Certificate of Insurance: Renters must submit a Certificate of Insurance and Endorsement form naming Greenwich Township as an additional insured thirty (30) business days before scheduled field use. General liability limits must be at least \$1,000,000 Liability. Failure to provide acceptable insurance coverage will result in denial or termination of permit. Organizations using private training or coaches at practices or games on Township fields must submit proof of Workers Compensation Insurance coverage.
- 3.7 Parking: All participants park at their own risk. The town is not responsible for theft or damage to vehicles. Parking is only permitted in designated parking spots. No overnight parking is permitted.
- 3.8 Pets are not allowed on any athletic field at any time. Pets are not allowed in playground areas.
- 3.9 Field/Area permit holder is responsible for cleanup of any litter, water bottles, etc. Recyclable materials must be placed in recycling containers. Forfeiture of

field time or additional fees may result from fields being left in unsatisfactory condition.

- 3.10 Disputes arising from implementation of these policies and procedures shall be appealed in writing to the Township Committee.

4.0 GUIDELINES FOR ALLOCATIONS OF FIELDS

- 4.1 Field Use Requests: To ensure proper scheduling, all requests for athletic field use and/or changes must be submitted on proper forms. Field Use request(s) can be found in this manual, on our website <http://www.greenwichtownship.org/about-us/> and at our office on 321 Greenwich Street, Stewartsville, NJ.
- 4.2 An Application for Parks, Pavilion & Recreation Facility User Permits for leagues, tournaments and sports camps must be submitted no later than 30 days prior to requested dates or season of use.
- 4.3 Organization Contacts:
- 4.3.1 Each user group shall name one contact person for communication and coordination purposed. Only that designated representative will be informed with official permit agreements and notifications.
- 4.4 Allocation Priorities: Greenwich Township gives priority to organizations based on specific classifications of users. Section 4.4.1 outlines the order of priority for field/court distribution.
- 4.4.1 Allocations:
- A. Greenwich Township Recreation Commission programs and sanctioned Township youth and adult general recreation sports and activities.
 - B. Sports and activity programs of schools of the Greenwich School District held prior to 6:00 PM on weekdays during the school year.
 - C. Youth athletic teams comprised of 75% or more residents from within the Greenwich School District.
 - D. Not-for-Profit athletic organizations that provide recreational sport youth activities with primary organized participation from residents of Greenwich Township.
 - E. Greenwich Township based businesses and official organizations.
 - F. Recreational in-Season or post-Season youth sports tournaments.
 - G. Greenwich Township based non-profit and charitable organizations.
 - H. Warren County based non-profit and charitable organizations.
 - I. Private, for profit organizations and businesses, including sports camps, private athletic clubs and travel teams.
- 4.5 If two groups are equal, historical use will be used as a factor when

- determining priority.
- 4.6 Unless lighted, all play must end 15 minutes after sunset (dusk). Play on lighted fields must end by 10:00 PM.
 - 4.7 Youth athletics organizations must comply with requirements for coach's safety training, concussion awareness education, and criminal history background checks. Proof of coaches training and background checks must be submitted to the Recreation Commission.

5.0 FEES AND CHARGES

- 5.1 Fees and charges for use of Township facilities are set by ordinance.
- 5.2 Fee waivers may be available to organizations qualifying under section 4.4.1.A, 4.4.1.B, 4.4.1.C, 4.4.1.D, and 4.4.1.G.
- 5.3 Payment Due Date: All field use fees are due, in full Thirty (30) calendar days prior to the start of scheduled field use.
- 5.4 Cancellation Fees:
 - 5.4.1 Less than 30 days' notice will result in a 50% refund
 - 5.4.2 Less than 20 days' notice will result in a 25% refund
 - 5.4.3 Less than 10 days' notice will result in a 0% refund

6.0 MAINTENANCE GUIDELINES

- 6.1 Field Closures: Greenwich Township Recreation Commission will have final say on field playability and safety to Township Athletic Fields following inclement weather, maintenance work or any emergencies that may occur.
- 6.2 Town owned equipment is not to be removed from or relocated on any Athletic Field.
- 6.3 Organizations are responsible to ensure the facility is clean after each use, including dugouts, fields, spectator bleachers and surrounding areas.
- 6.4 Vehicles are not allowed on Township Athletic Fields, or adjacent pathways, except by approval from the Recreation Commission.
- 6.5 The lining/painting of fields is only permitted with the approval of the Recreation Commission.

7.0 ATHLETIC FIELD RENTAL FEES

Athletic Field and Park and Recreation Facility Fees*

<u>Full Day Rental</u>	<u>Greenwich Township Based Organization</u>	<u>Organization Outside the Township of Greenwich</u>
Single Day Use	\$ 60.00	\$100.00
Seasonal Use (per day reserved – up to 13 days in a continuous 90-day period)	\$300.00	\$500.00

*Pavilion Rentals are outlined on the Greenwich Township “Application for Parks & Recreation Facility Use Permit.”

Facility uses deemed by the Township Committee to be “Special Events” shall have a fee schedule determined by the Township Committee on a case by case basis. The fee schedule for a “Special Event” shall be structured to assure that the Township’s expenses associated with the event are at least covered by the permit fee.

Industrial, commercial, retail and not-for-profit applicants may be required to post a Security Fee in the following amounts:

1 to 100 participants per day	\$100.00
101 to 250 participants per day	\$200.00
251 to 500 participants per day	\$300.00
501 to 1,000 participants per day	\$500.00
1,001 plus participants per day	\$1,000.00

8.0 GREENWICH TOWNSHIP PARKS, RESERVABLE ATHLETIC FIELDS, PAVILIONS & COURTS

CURRENT FACILITY INVENTORY

PARK	ADDRESS	QUANTITY & TYPES OF FIELDS
Beattys Road Fields	101-164 Beatty Rd	2 Baseball/Softball Fields that also serves as 2 Multipurpose Youth Fields
Greenwich Elementary School	101 Wyndham Farm Blvd	3 Baseball/Softball Fields 1 Multipurpose Youth Fields
Greenwich Municipal Park	321 Greenwich St	2 small Baseball/Softball Fields that also serve as 2 small Multipurpose Youth Fields; 2 Basketball Courts 1 Picnic Pavilion - 24' x 24' with w/grills
Stecker Field	200-230 Washington St	1 Baseball/Softball Field that also serves as 1 Multipurpose Youth Field 1 Picnic Pavilion – 24' x 24'
Stewartsville Middle School	642 S Main St	1 Baseball/Softball Field that also serves as 1 Multipurpose Youth Field 1 stand-alone Multipurpose Youth Field
Thomas Stewart Park	112 Greenwich St	3 Multipurpose Fields 1 Picnic Pavilion – 40' x 60'