



FACILITY RESERVATION FORM

PEQUANNOCK TOWNSHIP DEPARTMENT OF PARKS & RECREATION

Name of Organization _____ Today's Date _____

Advisor Name _____ Address _____ Phone _____

CHECK FACILITY REQUESTED:

| | | |
|------------------------|---------------------------|-------------------------------------|
| GREENVIEW PARK | P.V. PARK | WOODLAND LAKE |
| Ballfield #8 _____ | Comfort Station _____ | Picnic Area _____ |
| Ballfield #9 _____ | Swim Lanes _____ | Special Use _____ |
| Soccer Field #1 _____ | Picnic Area _____ | |
| Soccer Field #2 _____ | | RIVERSIDE PARK |
| Comfort Station _____ | TOWN HALL FIELD | Playground _____ |
| Picnic Area _____ | Ballfield #10 _____ | Picnic Area _____ |
| Tennis Courts _____ | Basketball Court #1 _____ | |
| | Basketball Court #2 _____ | OTHER (please specify) _____ |
| HILLVIEW FIELDS | Basketball Court #3 _____ | |
| Ballfield #4 _____ | Basketball Court #4 _____ | |
| Ballfield #5 _____ | | |
| Ballfield #6 _____ | WASHINGTON PARK | |
| Ballfield #7 _____ | Ballfield #1 _____ | |
| Soccer Field #3 _____ | Ballfield #2 _____ | |
| Soccer Field #4 _____ | Ballfield #3 _____ | |

Special Equipment Needed _____

| DAY OF WEEK | DATES | TIME |
|-------------|-------|---------------------|
| _____ | _____ | From _____ to _____ |
| _____ | _____ | From _____ to _____ |

Purpose _____

Anticipated Attendance _____ Admission of \$ _____ will _____/will not _____ be charged.

FOR OFFICE USE ONLY

Date Application Received _____

Date Approval Given _____

Copies to: 1. Dept. of Parks & Recreation
2. Applicant

Director, Parks & Recreation Department

Invalid Unless Stamped

I have read the rules and regulations and ordinances by the Department and hereby agree to abide by and to enforce them. I further agree to be responsible for any damages arising from the use of these facilities.

Signature of Advisor

FACILITY PERMIT POLICIES

A. APPLICATIONS FOR FACILITIES USE

1. Group leader shall complete a facility request form, provided by the Department, in duplicate.
2. Group leader must submit said form to Director for signature and approval. (Permit is not valid unless stamped and signed.)
3. Original copy must be filed with Department office. Copy to be retained by group leader.
4. Applications for facility use should be made at least one week in advance to assure availability.

B. ISSUING PERMITS BY THE DEPARTMENT

1. Township residents and organizations are given top priority.
2. Permits may be issued with time limitations noted, if need be, to accommodate a number of requests.
3. The Department also reserves the following rights:
 - To require the permit applicant to deposit a check as security to guarantee repairs to damaged facilities.

C. ORDINANCES REGARDING FACILITY USAGE

While using a park facility, no person shall:

1. Disfigure or remove any park property.
2. Consume or have in possession ALCOHOLIC BEVERAGES.
3. Litter facility grounds.
4. Loiter in or around facility or park.
5. Bring domestic animals into facility or park.
6. Park unlawfully. (Park vehicle in other than a designated area.)
7. Bring or have in possession fireworks and/or explosives.
8. Build or attempt to build fires in areas other than those designated.
9. Conduct themselves in disorderly fashion.

Violation of any or all of the above ordinances will result in denial of future facility requests.

D. RESPONSIBILITIES OF PERMIT HOLDER

1. To relinquish rights to use facility at stated time on permit.
2. To have the copy of original stamped permit readily available and must display upon request.
3. To be aware of Township ordinances and abide by them.

E. BALLFIELD POLICIES

1. Priority is given to Pequannock Township organized leagues before scheduling others.
2. After these leagues are scheduled, priority on requests will be considered on a first-come, first-served basis.
3. Township organized league permits will be issued on a blanket basis for games and practices. Blanket permits may be issued to non-Township sponsored leagues or teams at the Department's discretion.
4. Individual permits will be issued to those people or teams wishing to schedule independent games or practices. These permits will be issued on a one date per permit basis, and will be subject to field availability.
5. Permits issued for games will be given priority over those for practices.
6. Permits issued for practices will have a two hour time usage limit, and may be slotted into given time periods if need be to accommodate requests.
7. Games shall be played with the intent of ending within two hours, or shortly thereafter.
8. Requests for fields:
 1. For Monday use — reservations may be made the previous Friday.
 2. For Tuesday through Sunday use — reservations may be made beginning Monday of that week.