

TOWNSHIP OF MEDFORD DEPARTMENT OF RECREATION PARK, BALLFIELD AND FACILITY USE PERMIT

(PLEASE PRINT OR TYPE)

DATE: _____

Facility Requested: _____

Date(s) Needed: _____ to _____

Day(s) of the Week Needed: _____

Times Needed: _____ to _____

(*If your schedule is flexible, please indicate your requirements in general terms - i.e. 2 nights per week, any night from 5:00 p.m. to 8:00 p.m., etc.)

Name of Applicant Group: _____

Fee: (Check or Money Order payable to Medford Township) (Lights Fee made payable to MYAA)

Facility \$ _____ Check #: _____ Date Received: _____

Lights \$ _____ Check #: _____ Date Received: _____

Deposit: (For Multi-Session Use Only) (Check or Money Order payable to Medford Township)

\$100.00 (\$200.00 for athletic fields) Check #: _____ Date Received: _____ Date Returned: _____

Name on Account _____ Address _____

Insurance: _____ Submit proof of one million dollars (\$1,000,000) general liability insurance with the Township of Medford as the **certificate holder**

Coaches Background Checks: _____ Submit documentation of background checks for coaches, trainers and/or other affiliated adults.

Key Issued: Yes No Date Returned _____ (\$25 will be held from deposit for unreturned keys)

1) Name of Group Representative: _____

Relationship to Group: _____ E-mail: _____

Address: _____

Town: _____ State: _____ ZIP: _____

Phone #: Day (____) _____ Evening or cell (____) _____

2) Name of Alternate Group Representative: _____

Relationship to Group: _____ E-mail: _____

Phone #: Day (____) _____ Evening or cell (____) _____

Purpose of Event/Activity: _____

1) Number of Participants: _____ 2) Age Range of Participants: _____

3) Number of Supervisors/Chaperones/Coaches: _____

4) Number or Percentage of Medford Residents: _____

5) Fees Charged to Participants: \$ _____ per _____

6) Please list any items to be brought into the facility (tents, tables, portable sanitation units, etc.)

No refunds will be issued due to cancellation(s) caused by an act of God unless the Recreation Department is given sufficient notice of intent to cancel or fields or facilities have been closed by decision of the Municipality.

**MEDFORD TOWNSHIP DEPARTMENT OF RECREATION
PARK, BALLFIELD AND FACILITY USE PERMIT**

Name of Applicant Group: _____
Facility Requested: _____

The undersigned representatives of the applicant understand and agree to the following:

This permit is issued to the applicant listed above for the purpose of conducting the specified event at the designated Medford Township facility. In accepting this permit, the applicants (for itself, its members, and invitees) accepts and assumes the risk of all conditions existing in the area covered by this permit and the approaches thereto and agrees to hold harmless the Township of Medford and its employees from all risks, liability, injury, damage, and loss to all persons and property arising out of or resulting from any use of or presence within the areas covered by this permit; and also agrees to waive and relinquish all claims and causes of action of every kind; and agrees to indemnify Medford Township for the defense of any such claims or action-whether the liability, loss, or damage is caused by, or arises out of the negligence of the Township of Medford, or any of the agents, employees or otherwise. We further agree to reimburse the Township of Medford for any and all expenses, attorney fees or other costs incurred in the enforcement of this waiver and indemnification.

1. Activity(ies) will begin and end within the approved time frame.
2. All debris resulting from the approved activity will be picked up and deposited at the designated disposal location(s). This includes proper disposal of all recyclable materials.
3. Specific and sufficient adults will be assigned the sole responsibility of providing security and deterring vandalism.
4. Medford Township may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators.
5. Noise must be kept to a minimum so as not to disturb others utilizing the facility and residents within the area.
6. Parking is allowed in designated vehicle parking areas *only*. Please be considerate of residents who live adjacent to park areas; as parking is strictly prohibited on their private property and will result in fines levied by the Police Department as allowable by local laws and ordinances.
7. Fires are permitted only in grills designated for that purpose; and must be extinguished completely before leaving the facility. **NO fires are permitted in the Medford Park Pavilion fireplace.** A separate permit must be secured from the Fire Marshall's Office for any open fires within Medford Township.
8. All problems encountered with the facility will be made known to the Medford Township Department of Recreation within 24 hours of the conclusion of the activity.
9. **ALCOHOLIC BEVERAGES ARE NOT TO BE DISPENSED AND/OR CONSUMED WITHIN ANY MEDFORD TOWNSHIP FACILITY.**

10. **NOTIFICATION TO A DEPT. OF RECREATION STAFF PERSON AT LEAST 24 HOURS IN ADVANCE IF A FACILITY WILL NOT BE UTILIZED. THE ONLY EXCEPTION WILL BE INCLEMENT WEATHER, DURING WHICH NO FACILITY WILL BE ILLUMINATED.**
11. Medford Township will require the applicant to provide remuneration to the Township for damages to the facility and/or repairs/replacement of damaged equipment.
12. Violations of any of the above may result in the cancellation of the permit and/or the denial of future requests, and fines as established by Chapter 109-Section 5 of the Medford Township Administrative Code.
13. Medford Township retains the right to rescind this permit at any time and/or to terminate permits early to conduct park maintenance projects.

On behalf of this group, we understand all procedures associated with this request and accept the legal and financial responsibilities involved in the use of Medford Township facilities. Our group has also reviewed the Facility Use Policy of the Medford Township Department of Recreation and agree to the items therein.

Signature-Authorized Applicant Representative

Date

Signature-Authorized Applicant Alternate Representative

Date

Signature-Authorized Medford Township Representative

Date

******NOTE TO ALL APPLICANTS******

The Recreation Department receives a significant number of facility use applications annually. If you have been approved for facilities and will not be utilizing them, please advise the Recreation Department accordingly.

Additional fees may be assessed and permits may be revoked and/or your group may be denied for future use if it is discovered facilities are going unutilized.

MEDFORD TOWNSHIP RECREATIONAL FACILITIES: *(Check all requested)*

Bob Bende Park - Route 541

Field #1 __ w/lights Field #3 All-Purpose Room
 Turf Field #2 __ w/lights Field #4 Bathrooms

Bob Meyer Park - Gravelly Hollow Road

Baseball Field __ w/lights Volleyball Court Picnic Pavilion
 Multi-Purpose Field Basketball Courts

Bunning Field - Mill Street

Bunning Baseball Field

Cranberry Hall and Park

Cranberry Hall: Charles Street Cranberry Park: Filbert Street

Eton Lane Soccer Field - off Jackson Road in Lambeth Walk

Soccer Field

Freedom Park - Union Ave and Jones Road

Multi-Purpose Field Pavilion #1 Sand Volleyball Courts
 Basketball Courts Pavilion #2 Skatepark
 Dog Run Area Pavilion #3

Gill Road Fields - off Allen Avenue

Gill Road Multi-Purpose Fields Softball Field

Hartford Crossing - Church Road/ Hartford Road

Adult Softball Field #1 Multi-Purpose Field __ w/lights L.L. Field #4 (Hartford Rd)
 Adult Softball Field #2 L.L. Field #1 __ w/lights L.L. Field #5 (Hartford Rd)
 Football Field __ w/lights L.L. Field #2 __ w/lights Roller Hockey Rink
 Practice Field __ w/lights L.L. Field #3 __ w/lights Teen Baseball Field __ w/lights

Hartford Crossing Girls' Softball Complex - Hartford Road

Field #1 __ w/lights Field #3 Field #5
 Field #2 __ w/lights Field #4 Field #6

Headwater Park - off Stokes Rd.

Multi-Purpose Field Tennis Courts - Headwater Drive
 Softball Field Tennis Courts - Severn Drive

Jackson Road

Soccer Field

Medford Park - Gill and Mill Streets

Basketball Court Pavilion/Picnic Area Tomlinson Park

Township Gazebo - Main Street

Township Gazebo

Worrell Park - Fostertown Road

Softball Field __ w/lights