

**Independence Township**

**286B U.S. Route 46, Box 164**

**Great Meadows, NJ 07838**

**(908) 637-4133 / Fax (908) 637-8844**

**indrecsports@independencenj.com**

**FACILITY RENTAL APPLICATION 2023**

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| --- | --- | --- |
| **Rental Season** | **2023 Season Dates** | **2023 Application Deadline** |
| Spring | March 13 – June 18 | February 26, 2023 |
| Summer | June 19 – August 13 | April 15, 2023 |
| Fall | August 14 – November 12 | July 15, 2023 |

Note: All applications received after the application deadline will be reviewed on a first-come first-serve basis. No recreational fields or facilities will be rented during the months of December, January or February.

**Procedures for renting of recreational fields or facilities:**

* Obtain a field rental application from the Independence Township Municipal Building or through the Independence Township Recreation Website at [www.independencerec.com](http://www.independencerec.com/)
* Complete the application and return a signed copy along with **proof of insurance** and a **signed copy of the Facility Rules and Guidelines** to the Independence Township Recreation Department:
* The applicant will be notified as to the status of their application after the Independence Recreation Department and Committee has completed its’ review.
* **After an application has been approved all fees must be paid in full. NO PERMIT will be awarded until all fees have been paid. Checks are made payable to: Independence Township Recreation**

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| --- | --- | --- | --- | --- |
| **Field Rental Fees** | **Daily** | **Weekly** | **Monthly** | **Season** |
| **Resident Fee** | **$25** | **$100** | **$150** | **$200** |
| **District Fee** | **$40** | **$150** | **$225** | **$300** |
| **Non- Resident Fee** | **$50** | **$200** | **$300** | **$400** |

**2023 Rental Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pavilion Rental**  **50 people or less / 50 people plus** | **Mon-Thu**  **(4 hours or less)** | **Mon-Thu**  **(over 4 hours)** | **Weekend / Holiday**  **(4 hours or less)** | **Weekend / Holiday**  **(over 4 hours)** |
| **Resident Fee** | **$25 / $50** | **$50 / $75** | **$50 / $75** | **$75 / $100** |
| **District Fee** | **$40 / $75** | **$75 / $115** | **$75 / $115** | **$115 / $150** |
| Non- Resident Fee | **$50 / $100** | **$100 / $150** | **$100 / $150** | **$150 / $200** |

**Additional Lining Fees**

**Field Hockey/Soccer/Lacrosse**

Options: Weekly or Bi-weekly

\*\*Per game available with one week notice.

Large Fields $60 per field/per lining Small Fields $40 per field/per lining

Micro Fields $20 per field/per lining Medium Fields $50 per field/per lining

**Baseball/Softball**

$20 Field per game

$150 Seasonal per field

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**FACILITY RENTAL APPLICATION DATE\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact / Individual Name** | | | | |  | | | | | | | | | |
| **Company Organization** | | | | |  | | | | | | | | | |
| **Mailing Address** | | | | |  | | | | | | | | | |
| **Town** |  | | | | | | **State** | |  | | **Zip code** | | |  |
| **Email** | |  | | | | | | **Cell Phone** | | | |  | | |
| **Home Phone** | | |  | | | **Work Phone** | | | |  | | | | |
| **Secondary Contact** | | | |  | | | | **Cell Phone** | | | |  | | |
| **Email** | |  | | | | | | **Work Phone** | | | |  | | |
| **Insurance Company Name** | | | | |  | | | | | **Policy #** | | |  | |

**EVENT INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Are you an Independence Township resident?** | | | | | **YES NO** | | | | | |
| **# of Participants in your group (Team / League Only)** | | | | | |  | | | | |
| **% of participants that are Independence Township residents (Team / League Only)** | | | | | | | | |  | |
| **% of participants from the Hackettstown sending district (Team / League Only)** | | | | | | | | |  | |
| **Type of Rental** | | **Daily Weekly Monthly Season** | | | | | | | | |
| **Type of Event** | **Baseball/Softball Soccer Field Hockey Lacrosse Tournament**  **Special Event Pavilion Fundraiser Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
| **Who is the event for youth or adults?** | | | | | **Youth Adult Both** | | | | | |
| **Will amplified sound be used?** | | | **YES NO** | | **ALCOHOL IS NOT PERMITTED** | | | | |  |
| **Will items be sold?** | | | **YES NO** | | **Do you need bathrooms opened?** | | | | | **YES NO** |
| **Will food be served?** | | | **YES NO** | | **Are you charging Admissions?** | | | | | **YES NO** |
| **Do the fields need to be lined?** | | | | **NO Season (Ball Fields Only) Weekly BiWeekly** | | | | | | |
| **Will your organization be responsible for lining the fields?** | | | | | | | **YES NO N/A** | | | |
| **Would you like to request Independence Township to line the fields?** | | | | | | | | **YES NO** | | |

**Please Note: Independence Township’s additional field lining fees listed above. \*\*If you are requesting to utilize our field lining services for a single game, please notify the Independence Recreation Department one week prior to the event. All details of the request should be listed in the descriptions section of this application, including all field dimensions.**

**FIELD REQUEST INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field(s) Requested** | | | | |
| **Softball / Baseball** | **Soccer/Lacrosse/Field Hockey** | | | **Basketball / Pavilion** |
| |  |  | | --- | --- | | **Field #1** | **Field #5** | | **Field #2** | **Field #6** | | **Field #3** | **Field #7** | | **Field #4** | **Field #8** |   **Batting Cage** | |  |  | | --- | --- | | **Field #1** | **Field #7** | | **Field #2** | **Field #8** | | **Field #3** | **Field #9** | | **Field #4** | **Field #10** | | **Field #5** | **Field #11** | | **Field #6** | **Field #12** | | | | |  | | --- | | **Pavilion** | | **Court #1** | | **Court #2** | | **Court #3** | | **Pickle Ball** | |
| **Total Number of Fields requested** | |  |

**RENTAL DATES AND TIMES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (Attach separate sheet if needed)** | **Day(s) of Week** | **Start Time** | **End Time** |
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**Descriptions:** Please indicate any type of equipment (portable toilets, shade structures or specialized equipment, etc.) that will be used for your event and the location of where it will be placed.

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| **LIABILITY STATEMENT** |

In submitting and signing this form, I certify I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the permit is in compliance with the Township’s rules and regulations and certificates of insurance requirements and is subject to approval of the Recreation Director. Applicant/Permit Holder hereby agrees to indemnify, defend and hold harmless Independence Township, Township Committee, Boards and Committees, and individual members thereof, and all officers.

FOR OFFICE USE ONLY: Date Received: \_\_\_\_\_\_\_­­­\_\_\_\_ Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_

Director Approval Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Policy Signed: \_\_\_\_\_\_\_Insurance Received: \_\_\_\_\_\_\_ Fees paid: \_\_\_\_\_\_\_Permits Issued: \_\_\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Independence Township Recreation Department**

**Facilities Use Rules and Guidelines**

1. The applicant, his/her organization and members are bound by the permit, its’ terms and conditions, and all regulations and ordinances pertaining to the use of Independence Township property and field usage.
2. The Township of Independence does not assume any liability for property lost or stolen on the City premises, or for personal injuries sustained on the premises during facility reservations, and the reserving organization agrees to hold the Town harmless for all claims, suits, judgments or damages arising out of such property loss or personal injury.
3. A Certificate of Insurance will be required before final approval is granted. This Certificate should name Independence Township as a co-insured, and should have minimum liability limits $500,000 per occurrence.
4. No gambling, lotteries or raffles shall be performed upon the premises and are prohibited unless approved by the Recreation Department and with proper licensing.
5. Independence Township will require the applicant to provide remuneration to the Township for damages to the facility and/or repairs/replacement of damaged equipment.
6. All organizations must strictly adhere to Chapter 284 of the Independence Township Municipal Code.
7. Once reservations have been approved, a signed permit will be issued. Bring this form with you to the athletic area in order to eliminate conflicts. Those individuals with signed permits have priority over facility usage.
8. Activities will begin and end within the approved time frame listed on the permit. Under no circumstances may activities extend beyond park hours.
9. All groups must park in designated parking area only. There is no parking on the grass or sidewalks. Vehicles may not be driven onto park areas without prior approval from the Recreation Department.
10. The use of tobacco is strictly prohibited within all recreation facility limits.
11. Alcoholic beverages are not to be consumed and/or dispensed within any Independence Township Recreational Parks.
12. The use of all sound amplification systems are prohibited unless approved by the Recreation Director.
13. 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.
14. Fires are prohibited unless approved by the Recreation Department and only after the proper Fire Permit has been obtained.
15. All problems encountered and/or damage at the facility will be made known to the Independence Township Recreation Department or Clerks Office within 24-hours of the conclusion of the activity.
16. All permits are non-transferrable and sub-letting of fields is strictly prohibited.
17. The Recreation Director holds the right to cancel any event due to inclement weather or other conditions which subject field and facilities to unusual wear or which create an unsafe playing environment for the participants.
18. Independence Township retains the right to revoke any permit and/or any deny any future requests if there is a violation of any field policy or ordinance.

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 Independence Township Recreation Field and Facilities

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ ITRD Initials: \_\_\_\_\_\_\_