



**morris county park commission**

**Morris County Park Commission:**

**WINTER Application: Artificial Turf Rental**

**Return to:** Morris County Park Commission

Attn: Recreation Department

P.O. Box 1295,

Morristown, NJ 07962-1295

[recreation@morrisparks.net](mailto:recreation@morrisparks.net)

Complete the Application and return it to the Recreation Department. A representative will contact you to verify the date(s) you are interested in are available. Completing this form does not guarantee availability.

**RENTAL INFORMATION:**

- Incomplete applications will not be processed.
- The Morris County Park Commission does not issue Rain Dates or Refunds.

<b>Artificial Turf Field Fees (2 Hour Minimum)</b>	<b>Per Hour</b>
Government Agencies or Public Schools	\$60.00
Morris County - Individuals, Approved NFP Organizations, Private Schools	\$92.00
Morris County - Corporate or Commercial Businesses	\$147.00
Individuals, Approved NFP Organizations, Private Schools	\$147.00
Corporate or Commercial Business	\$294.00

**WINTER INFORMATION:**

- Fields are closed when 3 inches or more of snow has accumulated on the fields.
- **Snow Removal is not permitted.**
- Weather predictions and rental interest will be monitored monthly to evaluate if the fields will remain open from December – February.

**INSURANCE INFORMATION:**

Required Documents – For More information, visit [www.morrisparks.net/insurance](http://www.morrisparks.net/insurance)

**Certificate of Insurance**

- General Liability Insurance\* – \$1 Million Each Occurrence, \$2 Million Aggregate
- Business Auto\* – \$1 Million Each Accident
- Workers Compensation – Proof of Workers Comp.
  - o Each Accident \$500,000/Disease each employee \$500,000/Disease Policy Limit \$500,000

**\*Morris County Park Commission and the County of Morris named as Additional Insured**

**Endorsement Form**

Name Endorsement\* - Required for groups with multiple Visits – **CG 20 10, CG 20 26, or Equivalent**

\*Morris County Park Commission and the County of Morris named as Additional Insured

**Additional Documents**

**Self-Employed Certificate\*** - Complete ONLY if renter is Self-Employed and not required to carry Workers Comp.

\*REQUEST Certificate ([recreation@morrisparks.net](mailto:recreation@morrisparks.net))

**Unincorporated Entity Certification\*** - Complete ONLY if team/organization does not have employees.

\*REQUEST Certificate ([recreation@morrisparks.net](mailto:recreation@morrisparks.net))

**Auto Coverage** - Complete ONLY if renter does not have commercial vehicles or Business Auto coverage.

Provide the Name of the Car Insurance Company and the last 4 digits of the policy.

Insurance Company: \_\_\_\_\_ Last 4 Digits of Policy #: \_\_\_\_\_ Expiration: \_\_\_\_\_

**All documents must be received by the Recreation Department and approved prior to your rental.**

**Insurance Requirements are due two (2) weeks prior to the first date on the invoice.**

## **OTHER INFORMATION:**

Please note, if you have 250 participants or more and/or are hosting a Tournament/Showcase, etc. you are required to fill out an Artificial Turf Tournament or Showcase Application.

- Field Information – 2 large soccer goals and 2 lacrosse goals provided for every field
  - Field 1 – Lined for Boys & Girls Lacrosse and soccer (11 v 11 size field)
  - Field 2 – Lined for Boys Lacrosse and soccer (11 v 11 size field)
  - Field 3 – Lined for Boys Lacrosse and soccer (11 v 11 size field)
  - Field 4 – Lined for Soccer (11 v 11 size field) and Football
  - \*Field 3 & 4 – Between these fields is a lined Cricket Pitch. Both fields must be rented in order to use the fields for cricket.
- Lights – Lights will be scheduled to turn on and off with MUSCO's automated system.
- Use of Radio/Music/DJ/Band/P.A. System is not permitted.
- Safety Precautions – First Aid Kits and AED's are NOT provided.
- **Subleasing** – Letting another group/club/business/organization use your reservation is strictly prohibited and may result in the loss of your rental at full cost.
- Inflated requests resulting in "no-shows" may impact your rental allocation for the following year.
- Equipment may not be left on site without proper approval/authorization from MCPC.
- The applicant is responsible for all attendees and must advise them of MCPC rules, regulations and policies before arrival.
- Groups are responsible for cleaning up after themselves.

## **NOT FOR PROFIT ORGANIZATIONS (registered 501(c)3):**

To receive the Not for Profit rate from the Morris County Park Commission, you must meet the following requirements.

Submit the following

1. A list of all current Officers in the organization.
2. Proof of 501(c)3 approvals from the Internal Revenue Service – Department of Treasury.
3. A letter from the organization's Officers verifying the request complies with the purpose of the 501(c)3.

**Without proper documentation, corporate rates will apply (if necessary, retroactively).**

## **CHANGES/ALTERATIONS:**

- Additional dates and times may be added to the reservation at any time.
- Time adjustments and date changes may be made without penalty prior to the date the deposit is due.
- Date changes may be made up to 30 days prior to the first date on the invoice.  
**Changes will incur a \$5.00 administrative fee.**
- Changes cannot include canceling rentals. Please see the Cancellation Policy below.

## **PAYMENT:**

- **10% Deposit (non-refundable) is due 30 days** after receiving your invoice to secure your reservation.
- **The remaining balance is due 30 days prior to the start of your rental.**
- If the reservation is made within 30 days of the start date, full payment is due upon receipt of the invoice.
- A permit for use will only be issued after payment is complete and the insurance documents are submitted and approved.
- Late payments will be subject to a \$25.00 administrative fee. Failure to pay open invoices will result in the loss of the reservation & the ability to make future reservations.

## **CANCELATIONS:**

All requests to cancel must be made in writing to the MCPC Recreation Office.

- Deposits are not refundable.
- **Less than 60 days prior** to the first rental date on the invoice requires payment of 30% the reservation fee.
- **Less than 30 days prior** to the first rental date on the invoice no refunds or reductions provided.
- **There are no refunds or rain dates for inclement weather.**



**morris county park commission**

**Morris County Park Commission:**

**Application: Artificial Turf Rental**

**Return to:** Morris County Park Commission

Attn: Recreation Department

P.O. Box 1295,

Morristown, NJ 07962-1295

[recreation@morrisparks.net](mailto:recreation@morrisparks.net)

**Artificial Turf Rental Application**

Winter applications are accepted on a month-to-month basis. The fields close with 3+ inches of snow.

Season	Sport
December – Submit on/after Nov. 1	<input type="checkbox"/> Soccer (11 v 11 size field) <input type="checkbox"/> Girls Lacrosse <input type="checkbox"/> Boys Lacrosse <input type="checkbox"/> Flag Football <input type="checkbox"/> Cricket <input type="checkbox"/> Other: _____
January – Submit on/after Dec. 1	
February – Submit on/after Jan. 1	
<i>Payment is due one week (7 days) prior to the date of the reservation. The fields are closed when 3" or more of snow is on the field. Cancellations by the renter less than a week prior to the start of the reservation will not be refunded or credited.</i>	

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Is the Organization a registered 501(c)3 Non-Profit?  Yes  No

*(Not for Profit Rates apply to organizations that supply the criteria listed on Page 2 of the application)*

Organization's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization's Website: \_\_\_\_\_

Age of Participants:

5 & under  6 – 12  13 – 17  Adults

How will the participants arrive?

Bus  Car

Fields will be used for:

Practice  Game  Camp  Try Outs  Other: \_\_\_\_\_

Number of Teams: \_\_\_\_\_ Total Participants: \_\_\_\_\_ Participants on the field at one time: \_\_\_\_\_

Will there be trainers onsite?

No  Yes, they are a part of my organization  Yes, external company (list): \_\_\_\_\_

**\*The required insurance documents must be approved by the MCPC and full payment processed before a permit for field use can be used. Insurance approval takes 3 – 5 days. Refunds/alternate dates will not be provided if your organization has not completed all the requirements by the start of your reservation\***

The Central Park of Morris County Artificial Turf Field Rules are provided on the Morris County Park Commission Website.

[www.morrisparks.net/turfrules](http://www.morrisparks.net/turfrules)

