

# enjoy the experience

**morris county park commission**

**Morris County Park Commission:  
Application for an 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)

Once the application has been completed 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.
- **Turf Rental Fees** – Fees per field, per hour.

<b>Artificial Turf Fields Fees – 2 Hour Minimum</b>	
Government Agencies or Public Schools	<b>\$57.60</b>
<b>Morris County</b> – Individuals, Approved NFP Organizations, Private Schools	<b>\$72.00</b>
<b>Morris County</b> – Corporate or Commercial Businesses	<b>\$144.00</b>
Individuals, Approved NFP Organizations, Private Schools	<b>\$144.00</b>
Corporate or Commercial Businesses	<b>\$288.00</b>

- **Insurance Requirements** – Requested by the Morris County Park Commission and the County of Morris.

- **Certificate of Insurance:**

- General Liability: \$1 Million per Incident  
\$2 Million Aggregate (*some events require \$3 Million*)
- Workers Compensation: \$500,000.00
- Commercial Automobile: \$1 Million Liability

**The Morris County Park Commission and the County of Morris** named as additionally insured.

*\*Central Park Cross County Course rentals require the State of NJ also be added.*

- Certificate Holder: The Morris County Park Commission  
County of Morris  
Attn: Recreation Department  
P.O. Box 1295, Morristown, NJ 07962-1295

- **Named Endorsement:** **POLICY MUST BE ENDORSED (CG 20 10 or CG 20 26 or its equivalent)**
- **Hold Harmless:** Signed Indemnification/Hold Harmless Agreement Form.

All documents must be received by the Recreation Dept. and Approved prior to your first 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 will be required to fill out an Event application.)*

- **Field Information** – 2 large Soccer Goals and 2 Lacrosse Goals provided for every field.
    - Field 1 – Lined for Boys and 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 and 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.**
- **Park Police** – **Call Park Police if your lights do not turn on or if someone is on your field during your rental time.** The number for Park Police is listed at the bottom of your Invoice. **973.326.7654**
- **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 loss of your rental at full cost.

**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 for the organization.
2. Proof of 501 (c) 3 approvals from the Internal Revenue Service – Department of Treasury.
3. A letter from the organizations 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 may be made without penalty prior to the date the deposit for the invoice is due.
- Date changes may be made up to 30 day 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 (Not 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.
- **The permit for field use will only be issued after payment is complete and the insurance documents are submitted and approved.**
- Late payments will be subject to a \$5.00 administrative fee. Failure to pay open invoices will result in the loss of the rental and the applicants/organizations ability to make future reservations

**CANCELATION POLICY:**

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

- **Less than 60 days prior** to the first rental date on the invoice, requires payment of **30%** of the reservation fee.
- **Less than 30 days** from the first rental date on the invoice, there are **No Refunds or Reductions Provided.**
- **There are no refunds or rain dates for inclement weather.**

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## Artificial Turf Rental Application

*(One Application, Per Sport, Per Season)*

Priority applications are accepted from Nov. 1 to Dec. 15 of the prior year. Priority application invoices are released in mid-February. All other applications will be accepted at any time throughout the spring, summer, and fall seasons.

Season	Sport
<input type="checkbox"/> Spring: April 1 – June 15 <i>March request will be accepted tentatively based on the unpredictable weather and field conditions.</i>	<input type="checkbox"/> Soccer (11 v 11 size field) <input type="checkbox"/> Girls Lacrosse <input type="checkbox"/> Boys Lacrosse <input type="checkbox"/> Football <input type="checkbox"/> Cricket <input type="checkbox"/> Other _____
<input type="checkbox"/> Summer: June 16 – August 14	
<input type="checkbox"/> Fall: August 15 – November 30 <i>December request will be accepted tentatively based on the unpredictable weather and field conditions.</i>	

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

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

Organizations Address: \_\_\_\_\_ City: \_\_\_\_\_

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

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

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

Age of Participants:				How will the participants arrive?		
5 & Under	6-12	13-17	Adults	Bus	Car	

Fields will be used for:					Other: _____
Practice	Game	Camp	Try Outs		

Number of Teams: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Is the Organization officially designated as Non-Profit? \_\_\_\_\_

*(Not for Profit rates only apply to organizations that supply the criteria listed on page 1 of the application.)*

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

# Artificial Turf Rental Request

Remember: One Sport, Per Application

List the number of fields you would like to reserve, include the field number or type of field if you have a specific request.

Field #	DATE	START TIME	END TIME

**Notes:**

List preferences or alternate dates/times, if possible provide alternate options below.

By signing below you are agreeing to follow and enforce the rules identified in the Central Park of Morris County Artificial Turf Field Rules. Any damage, violation of the Rules or Regulations or extra cleaning required by your event will be billed immediately to my group/organization and may also result in having future rental requests denied.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_