

enjoy the experience

morris county park commission

Morris County Park Commission: Application for an Athletic Facility Rental

Return to: Morris County Park Commission
Attn: Recreation Department,
P.O. Box 1295,
Morristown, NJ 07962-1295
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. Submitting 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.
- **Rental Fees** – Fees per field, per hour.
- **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.)

- **Use of Radio/Music/DJ/Band/P.A. System is not permitted.**
- **Park Police** – **Call Park Police 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:

- o Additional dates and times may be added to the reservation at any time.
- o Time Adjustments and Date Changes may be made may be made without penalty prior to the date the deposit for the invoice is due.
- o 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.
- o Changes cannot include canceling rentals. Please see the Cancellation Policy below.

PAYMENT:

- o **10% Deposit (Not Refundable) is due 30 days** after receiving your invoice to secure your reservation.
- o **The remaining balance is due 30 days prior to the start of your rental.**
- o If the reservation is made within 30 days of the start date, full payment is due upon receipt of the invoice.
- o **The permit for field use will only be issued after payment is complete and the insurance documents are submitted and approved.**
- o 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.

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

FIELD RENTAL FEES

CHALLENGER FIELD - CENTRAL PARK	3 Hours
Gov't/ Public Schools/ Resident/ NFP	\$33.60
Private Schools/ Corporate/ Commercial/ Non-Res/ NFP	\$40.32
Non Resident Corporate/ Commercial	\$67.20
Additional Fee of \$10.00 per hour for Lights	

VOLLEYBALL (Sand/Grass)	2 Hours
Gov't/ Public Schools/ Resident/ NFP	\$25.20
Private Schools/ Corporate/ Commercial/ Non-Res/ NFP	\$30.25
Non Resident Corporate/ Commercial	\$50.40
Additional Fee of \$10.00 per hour for Lights	

CROSS COUNTRY MEETS	
2-5 schools, 6 or more subject to special event policy/fees	
Gov't/ Public Schools/ Private School PRACTICES ONLY	\$30/practice
Gov't/ Public Schools/ Resident/ NFP	\$50/meet
Private Schools/ Corporate/ Commercial/ All Non-Res	\$80/meet

CRICKET - Exclusive - OTP & LMP - Meyers	2 Hours
Gov't/ Public Schools/ Resident/ NFP	\$41.00
Private Schools/ Corporate/ Commercial/ Non-Res/ NFP	\$49.00
Non Resident Corporate/ Commercial	\$82.00
<i>*Cricket at OTP has limitations, contact the recreation dept. with any questions</i>	

IN LINE RINKS	Per Hour
Gov't/ Public Schools/ Resident/ NFP	\$33.60
Private Schools/ Corporate/ Commercial/ Non-Res/ NFP	\$40.32
Non Resident Corporate/ Commercial	\$67.20
Additional Fee of \$10.00 per hour for Lights	

ATHLETIC SPORT CAMPS	Per Hour
Gov't/ Public Schools/ Resident/ NFP	\$25.00
Private Schools/ Corporate/ Commercial/ Non-Res/ NFP	\$40.00
Non Resident Corporate/ Commercial	\$50.00

SOCCER - GRASS GAME FIELDS and PRACTICE AREAS	2 Hours
Gov't/ Public Schools/ Resident/ NFP	\$41.00
Private Schools/ Corporate/ Commercial/ Non-Res/ NFP	\$49.20
Non Resident Corporate/ Commercial	\$82.00

DISC GOLF	
Up to 24 Players (Pickup Games Only)	No Fee
Up to 49 Players (Organized)	\$45.00
50 - 90 Players (Maximum)	\$90.00

SOFTBALL FIELDS	3 Hours
Gov't/ Public Schools/ Resident/ NFP	\$27.00
Private Schools/ Corporate/ Commercial/ Non-Res/ NFP	\$32.50
Non Resident Corporate/ Commercial	\$54.00

PRIVATE CLASSES (fitness, art, etc.)	Per Class
Up to 5 people	\$25.00
6 - 15 people	\$40.00
16 - 25 people	\$75.00
26 - 50 people	\$100.00

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Athletic Facility Rental Application

(One Application, Per Sport, Per Season)

Please select ONE of the following boxes.	
<p>Spring/Summer: March 1 – August 31 <i>Priority applications accepted Dec. 1 – Jan. 15</i> <i>Invoices Released Feb. 15</i></p> <p> <input type="checkbox"/> Challenger Field - ADA Use <input type="checkbox"/> Roller Hockey <input type="checkbox"/> Cross Country - Practice <input type="checkbox"/> Box Lacrosse <input type="checkbox"/> Cross Country - Meet <input type="checkbox"/> Volleyball (Sand) <input type="checkbox"/> Kickball (Softball Field) <input type="checkbox"/> Cricket <input type="checkbox"/> Kickball (Challenger Field) <input type="checkbox"/> Other _____ <input type="checkbox"/> Soccer (Grass: no lines or goals) <input type="checkbox"/> Softball (available April 15) </p>	<p>Fall: September 1 – November 30 <i>Priority application accepted June 1 – July 15</i> <i>Invoices Released August 15</i></p> <p> <input type="checkbox"/> Challenger Field - ADA Use <input type="checkbox"/> Roller Hockey <input type="checkbox"/> Cross Country - Practice <input type="checkbox"/> Box Lacrosse <input type="checkbox"/> Cross Country - Meet <input type="checkbox"/> Volleyball (Sand) <input type="checkbox"/> Kickball (Softball Field) <input type="checkbox"/> Softball (Limited Availability) <input type="checkbox"/> Kickball (Challenger Field) <input type="checkbox"/> Other _____ <input type="checkbox"/> Soccer (Grass: Goal and field Lines - Limited Availability) <input type="checkbox"/> Soccer (Grass: no lines or goals) </p>

Applicant: _____ Email: _____

Organization: _____

Organizations Address: _____ City: _____

State: _____ Zip Code: _____ County: _____

Daytime Phone: _____ Cell: _____

Organization Website: _____

Age of Participants:	How will the participants arrive?
<input type="checkbox"/> 5 & Under <input type="checkbox"/> 6-12 <input type="checkbox"/> 13-17 <input type="checkbox"/> Adults	<input type="checkbox"/> Bus <input type="checkbox"/> Car

Fields will be used for:

Practice Game Camp Try Outs Other: _____

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. ***

Athletic Facility Rental Request

Fill in the name of the field you are interested in, the date/s and your start and end times.
Remember: only one sport per form

To expedite the reservation process, when possible, list alternate rental facilities or dates according to preference.

Athletic Facility	DATE/S	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 by the Morris County Park Commission. Any damage, violation of the Rules or Regulations or extra cleaning required by your reservation will be billed immediately to your group/organization and may also result in having future rental requests denied.

Applicant Signature: _____

Date: _____