

enjoy the
experience

Morris County Park Commission

Application: Athletic Facility Rental

Return to: Morris County Park Commission
Attn: Recreation Department
P.O. Box 1295
Morristown, NJ 07962-1295

Recreation@morrisparks.net

morris county park commission

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.
- Rental Fees - Fees per field, per hour.

INSURANCE INFORMATION:

Required Documents - For more information, visit 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.
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

Named Endorsement* - Required for ALL multi day rentals - **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)
- Unincorporated Entity Certification* - Complete ONLY if team/organization does not have employees.
*REQUEST Certificate (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 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.)

- Lights - Lights will be scheduled to turn on and off with MUSCO's automated system.
- Use of Radio/Music/DJ/Ban/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.

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 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 you 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 \$25.00 administrative fee. Failure to pay open invoices will result in the loss of the rental and the applicants/organizations ability to make future reservations.
- **In Line Rinks** - When the rinks are closed due to rain, snow or ice notify the Rec. Dept. with in 24 hrs. A 90% credit will be issued for the reservations affected by the closure. Credit will be available for one year.

CANCELLATION 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% the reservation fee.
- **Less than 30 days** from the first rental date on the invoice, No Refunds or Reduction Provided.
- **There are no refunds or rain dates for inclement weather.**

CHALLENGER FIELD - CENTRAL PARK	3 Hours
Gov't/Pub. Schools/Resident/NFP	\$33.60
Private Schools/Corp./Comm./Non-Res/NFP	\$40.32
Non-Res. Corp./ Comm.	\$67.20

VOLLEYBALL (Sand/Grass)	2 Hours
Gov't/Pub. Schools/Resident/NFP	\$25.20
Private Schools/Corp./Comm./Non-Res/NFP	\$30.25
Non-Res. Corp./ Comm.	\$50.40

IN LINE RINKS	Per Hour
Gov't/Pub. Schools/Resident/NFP	\$33.60
Private Schools/Corp./Comm./Non-Res/NFP	\$40.32
Non-Res. Corp./ Comm.	\$67.20

SOCCER - Grass Game Fields & Practice Areas	2 Hours
Gov't/Pub. Schools/Resident/NFP	\$41.00
Private Schools/Corp./Comm./Non-Res/NFP	\$49.20
Non-Res. Corp./ Comm.	\$82.00

SOFTBALL FIELDS	3 Hours
Gov't/Pub. Schools/Resident/NFP	\$27.00
Private Schools/Corp./Comm./Non-Res/NFP	\$32.50
Non-Res. Corp./ Comm.	\$54.00

CROSS COUNTRY COURSE	
<i>1 - 2 schools only. More than 2 schools requires Event App.</i>	
Gov't/Pub. Schools/Private Schools (Practice Only)	\$30/practice
Gov't/Pub. Schools/Resident/NFP	\$50/meet
Private Schools/Corp./Comm./All Non-Res.	\$80/meet

CRICKET - Exclusive - OTP & LMP - Meyers	2 Hours
<i>*Cricket at OTP has limitations, contact Rec. for more info.</i>	
Gov't/Pub. Schools/Resident/NFP	\$41.00
Private Schools/Corp./Comm./Non-Res/NFP	\$49.00
Non-Res. Corp./ Comm.	\$82.00

ATHLETIC SPORT CAMPS	Per Hour
Gov't/Pub. Schools/Resident/NFP	\$25.00
Private Schools/Corp./Comm./Non-Res/NFP	\$40.00
Non-Res. Corp./ Comm.	\$50.00

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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Morris County Park Commission

Application: Athletic Facilities (Spring)

Return to: Morris County Park Commission
Attn: Recreation Department
P.O. Box 1295
Morristown, NJ 07962-1295

Recreation@morrisparks.net

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Athletic Facility Rental Application

(One Application, Per Sport, Per Season)

Please select ONE of the following boxes

Spring/Summer: March 1 - August 31

Priority applications accepted Dec. 1 - Jan. 15

Invoices Released Feb. 15

- | | |
|------------------------------------------------------------|--------------------------------------------------------|
| <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"/> Softball (available April 15) |
| <input type="checkbox"/> Soccer (Grass: no lines or goals) | <input type="checkbox"/> Other: _____ |

Applicant: _____ Email: _____

Organization: _____

Is the Organization a registered 501(c)3 Non-Profit? Yes No
(Not for Profit rates only apply to organizations that supply the criteria listed on page 2 of the application)

Organizations Address: _____

State: _____ Zip Code: _____ City: _____ County: _____

Daytime Phone: _____ Cell: _____

Organization 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: _____ Number of Participants: _____

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 not 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

