

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.
- Please note that rates specified in this application are subject to change, if necessary, retroactively according to the rental date's annual Fee Schedule.

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, the last 4 digits of the policy and expiration date.

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/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.

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 anytime.
- 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 \$10.00 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.
- 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. Department. Rink credits will be issued based on the following for cancellations due to inclement weather:
 - If the Rec. Dept. is notified during business hours (Mon-Fri, 8am-4:30pm) the day of the reservation AND able to turn off the scheduled lights, a 90% credit will be issued.
 - If the Rec. Dept. is notified less than 24 hours after the reservation and lights were not turned off, a 50% credit will be issued.
 - No credit will be issued for notifications received more than 24 hours after the reservation.
 - 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% of 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.**

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Morris County Park Commission
Application: Athletic Facilities (Spring-Summer)

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

Recreation@morrisparks.net

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 (available April 1) | <input type="checkbox"/> Box Lacrosse |
| <input type="checkbox"/> Cross Country - Meet (available April 1) | <input type="checkbox"/> Volleyball (Sand) |
| <input type="checkbox"/> Kickball (Softball Field available April 15) | <input type="checkbox"/> Cricket (available April 15) |
| <input type="checkbox"/> Kickball (Challenger Field) | <input type="checkbox"/> Softball (available April 15 - locations limited) |
| <input type="checkbox"/> Grass Fields | <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)

Organization's 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: _____ Total participants: _____ Participants on the field at one time: _____

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

Athletic Facility Rules are provided on the Morris County Park Commission website.

www.morrisparks.net/reservations/athletic-fields/

Athletic Facility Rental Application

Fill in the name of the field(s) you are interested in, the date(s), and your start and end times.

One sport per form

When possible, list alternate rental facilities or dates according to preference.

PARK & FACILITY	DATE(S)	START TIME	END TIME
Visit morrisparks.net/athleticfields for locations			

Notes:

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

Morris County Park Commission Indemnification

Renter Indemnity:

The Renter shall indemnify, defend and hold harmless the Morris County Park Commission, the County of Morris, their employees, agents, Freeholders, professionals and volunteers (collectively "Morris County") from and against any and all claims, losses, penalties, damages, settlement, costs, charges, professional fees (including attorney's fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of the rental including, without limitation, claims for damage, or loss that (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of use resulting therefrom, (b) is caused in whole or in part by any act or act of omission of the Renter, or their, exhibitors, vendors or anyone directly or indirectly employed or affiliated in an manner with the Renter. This agreement also applies to all volunteers of the Renter.

By signing below, you are agreeing to the terms of the Morris County Park Commission Indemnification and the terms of the Rental Application.

Print Name

Signature

Title

Organization Name

Date Signed

Purpose of Rental

MCPD Parks/Facilities
Location of Rentals

All 2024 Reservations
Date of Rentals

Additional Information

2024 Fee Schedule:

CHALLENGER FIELD - CENTRAL PARK	Per Hour (3 hour minimum)
Gov't/Pub. Schools/Resident/NFP	\$12.00
Private Schools/Corp./Comm./Non-Res/NFP	\$14.00
Non-Res. Corp./ Comm.	\$23.00

VOLLEYBALL (Sand) - CENTRAL PARK	Per Hour (2 hour minimum)
Gov't/Pub. Schools/Resident/NFP	\$12.60
Private Schools/Corp./Comm./Non-Res/NFP	\$15.13
Non-Res. Corp./ Comm.	\$25.20

IN LINE RINKS - CENTRAL PARK	Per Hour
Gov't/Pub. Schools/Resident/NFP	\$35.00
Private Schools/Corp./Comm./Non-Res/NFP	\$42.00
Non-Res. Corp./ Comm.	\$68.00

GRASS FIELDS - Locations listed below	Per Hour (2 hour minimum)
Gov't/Pub. Schools/Resident/NFP	\$42.00
Private Schools/Corp./Comm./Non-Res/NFP	\$50.40
Non-Res. Corp./ Comm.	\$84.00

SOFTBALL FIELDS - Locations listed below	Per Hour (3 hour minimum)
Gov't/Pub. Schools/Resident/NFP	\$9.00
Private Schools/Corp./Comm./Non-Res/NFP	\$11.00
Non-Res. Corp./ Comm.	\$18.00

CROSS COUNTRY COURSE - Locations listed below 1-2 schools only. More than 2 schools requires Event App.	
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 & CP TURF <i>Cricket at OTP has limitations. Contact Rec. Dept. for more info</i>	Per Hour (2 hour minimum)
Gov't/Pub. Schools/Resident/NFP	\$20.50
Private Schools/Corp./Comm./Non-Res/NFP	\$25.00
Non-Res. Corp./ Comm.	\$41.00

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

DISC GOLF - CENTRAL PARK	Per Round
Up to 24 Players (Pick Up Games Only)	No Fee
Up to 49 Players (Organized)	\$46.00
50 to 90 Players (Maximum)	\$92.00

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

Cross Country Courses:

Cross Country Meets or Races with more than 2 schools must complete an [Event Application](#).

- Central Park of Morris County (April 1-Dec. 15): 5k, 4k, 3k, 2k and 1k course

Other parks offer a variety of trails that may be used for cross country. These parks must be requested and require additional approval before cross country use.

- Lewis Morris County Park
- Silas Condict County Park

Softball Fields:

Available April 15 - November 30

A variety of recreational softball fields are available. **Note: lights, bases, markers and field lining are not provided at any location.**

Review each field below for field designation.

Picnic - Available for Picnics and Pick Up Games

Athletic A - Available for League/Club Softball, tournaments or events

Athletic B - Available for Youth Leagues/Club Softball or kickball (no outfield fencing or markers)

- | | |
|--|---|
| <ul style="list-style-type: none"> Central Park of Morris County - Picnic / Athletic A / Athletic B Hedden County Park (Ford Street) - Picnic Hedden County Park (Concord Road) - Picnic / Athletic A / Athletic B Lewis Morris County Park (Doe Meadow) - Picnic / Athletic A / Athletic B Lewis Morris County Park (Sugar Loaf) - Picnic / Athletic B Lewis Morris County Park (Sunrise Lake) - Picnic / Athletic B Loantaka Brook Reservation (South Street - Softball Field A) - Picnic / Athletic A / Athletic B Loantaka Brook Reservation (South Street - Softball Field B) - Picnic / Athletic A / Athletic B Loantaka Brook Reservation (Kitchell Road) - Picnic / Athletic B | <ul style="list-style-type: none"> Mahlon Dickerson Reservation - Picnic Old Troy County Park - Picnic / Athletic A / Athletic B Passaic River County Park - Picnic Schooley's Mountain County Park - Picnic / Athletic B Silas Condict County Park - Picnic Tourne County Park - Picnic / Athletic B |
|--|---|