



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

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

Artificial Turf Field Fees (2 Hour Minimum)	Per Hour
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

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.
 - 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)

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 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 Event 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 (at applicable facilities).
- 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.
- Area must be returned to its original condition. Labor fees will be assessed for any post rental maintenance required.

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 & times may be added to the reservation at any point. See **Payment** section for more info.
- Time adjustments and date changes may be made without penalty prior to the date the deposit is due.
- **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.
- Late payments will be subject to a weekly \$25.00 administrative fee. Failure to pay open invoices will result in the loss of the reservation at full cost & 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.**



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Artificial Turf Rental Application

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
Spring: April 1 – June 15	<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: _____
Summer: June 16 – August 14	
Fall: August 15 – November 30	

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

