



MIDDLESEX TOWNSHIP PARKS & RECREATION FACILITY AND FIELD RESERVATION APPLICATION

ORGANIZATION NAME: _____

**TYPE OF
ORGANIZATION:**

_____ Mars Area Community Group (50% of membership is from Mars Area)
\$50/block

_____ For Profit Organization, Non-community based Group \$300/block

**NUMBER OF
PARTICIPANTS:**

_____ (Estimated number of participants)

PRIMARY CONTACT INFORMATION:

Name: _____

Address: _____

E-mail: _____

Phone: _____

Mobile: _____

FIELD/FACILITY REQUESTED:

_____ Soccer/Football Field*

_____ Baseball/Softball Field*

_____ Tennis Courts

_____ Basketball Court

_____ Meeting Room

_____ Picnic Shelter

* An Insurance Certificate naming the Township as co-insured is required.



**MIDDLESEX TOWNSHIP PARKS & RECREATION
FACILITY AND FIELD RESERVATION APPLICATION**

FIELD USE REQUEST(S)

PLEASE INDICATE THE TIME REQUESTED BY MARKING THE APPROPRIATE BOX(ES).

____ **Spring (March 1-July 31)**

Block	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am-11:00 am:							
11:00 am -- 2:00 pm:							
2:00 pm -- 5:00 pm:							
5:00 pm -- dark:							

____ **Fall (August 1-December 31)**

Block	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am-11:00 am:							
11:00 am -- 2:00 pm:							
2:00 pm -- 5:00 pm:							
5:00 pm -- dark:							

SINGLE USE FIELD REQUEST:

Date(s): _____

_____ Mars Area Community Group--\$15.00/use

_____ For Profit Organization, Non Community based group--\$40.00/block



MIDDLESEX TOWNSHIP PARKS & RECREATION

FACILITY AND FIELD RESERVATION APPLICATION

CONDITIONS FOR FACILITY USE

1. All Persons, if given permission to use Park Facilities, assume all responsibilities with regard to injury and/or accident and all liabilities and will abide by all Parks and Recreation Rules and Regulations. Regulations will be provided at time of Permit issuance.
2. All groups using Park Facilities shall be required to clean up any/all debris after each event.
3. Responsible adult supervision must be maintained at all times during use of the Park Facility.
4. No profane or vulgar language shall be permitted.
5. Exchanging Facility Permits with another individual is prohibited unless otherwise explicitly permitted by the Township.
6. The Permit Holder agrees to notify the Township of any damage done to a Park Facility while this permit is in effect.
7. All parking shall be in designated parking areas. No vehicles are permitted to park on grassy areas behind the backstop or along the side of the playing field(s).
8. Payment for a rental may be in the form of cash or check and must be from the Individual Applicant, Group, Organization, or Business making the request for Facility Use Permit.
9. Any request for a date change shall be made to the Township Manager and must occur at least one (1) business day prior to the planned event.
10. The Township reserves the right to approve, deny, or discontinue the use of any Park Facility by any Individual, Group, Organization or Business.
11. Beginning March 1st through November 30th, the playing fields may be previously reserved for organizational sports league activities. Those organizations have a right to use the fields during their allotted times.

NOTICE: IN ACCEPTING THIS PERMIT, THE REPRESENTATIVE ASSURES COMPLIANCE BY THE GROUP. FAILURE TO FOLLOW ANY OF THE ABOVE RULES OR DIRECTION FROM TOWNSHIP PERSONNEL COULD RESULT IN THE FORFEITURE OF PERMIT AND POSSIBLE DENIAL OF FUTURE PERMITS.

I HAVE READ AND FULLY UNDERSTAND THE CONDITIONS OF THIS PERMIT APPLICATION.

Signature of Applicant

Date



**MIDDLESEX TOWNSHIP PARKS & RECREATION
FACILITY AND FIELD RESERVATION APPLICATION**

TOWNSHIP USE ONLY

INSURANCE CERTIFICATE:

Attached to application

_____ Yes

_____ No

PAYMENT:

_____ Total Rental Fee Calculation
_____ Application Deposit
_____ **Amount Due** (*less deposit*)
_____ **Amount Paid** → **Date Paid:** _____
_____ **Check**
_____ **Number(s):** _____

APPROVALS:

Parks & Recreation Committee Chair

Date

Township Manager

Date

Date Organization Notified