



Borough of Bernardsville

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RESOLUTION #10 - 160

AUTHORIZING RECREATIONAL FIELDS POLICY AND PROCEDURES

BE IT RESOLVED by the Borough Council of the Borough of Bernardsville to adopt the attached Policy and Procedures for Recreational Fields of the Borough of Bernardsville as presented by the Recreation Committee.

as amended

I, Sandra G. Jones, Clerk of the Borough of Bernardsville, hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Borough Council at a duly convened meeting held on September 27, 2010.

RECREATIONAL FIELDS: POLICY AND PROCEDURES

Recreation Department, Borough of Bernardsville
Route US 202, PO Box 158, Bernardsville, NJ 07924

POLICY

It is the goal of the Bernardsville Recreation Committee to encourage the usage of its recreational fields for worthwhile, non-profit purposes when such uses do not interfere with the Borough or school-sponsored recreational programs.

The Department of Recreation reserves the exclusive right to determine the eligibility of an organization and to assign a classification and prioritization to any application for the use of fields.

These organizations whose aim and intended use are consistent with the general policy- entitled Terms for Use of Fields – shall be considered eligible and classified as follows:

- A. Recreation** shall be construed as any program sponsored by the Recreation Department.
- B. School** shall be construed to mean any program sponsored by the Somerset Hills School District.
- C. Community** shall be construed to mean an organization whose membership, the majority (50% + 1) of whose membership is domiciled in Bernardsville.
- D. Area** shall be construed to mean an organization whose members reside in neighboring towns and at least 25% are Bernardsville residents.
- E. Out of Area** shall be construed to mean an organization that has less than 25% of its members residing in Bernardsville.
- F. Any Area or Out of Area** group will be required to submit its game/practice schedule to determine its field allocation, which will be based upon its resident ratio.
- G. Profit Organizations** shall be assessed a fee under the following schedule as per Resolution #2000-31:
Profit organizations: \$200 for every 1 to 2 hrs block.
- H. Non-Profit Organizations** must submit proof of their 501-(c) status.

Field Allocations: Fields will be allocated to the above Community, Area, and Out of Area groups according to percentage of Bernardsville residents.

Equal Opportunity: No applicant shall, be discriminated against and no applicant shall be denied use of the fields on the basis of race, color, national origin, sexual orientation, gender, religion or disability.

Code of Conduct: The Recreation Committee supports sportsmanship on behalf of all involved in events conducted on Borough of Bernardsville property. In accordance with NJ Statutes Chapter 74 of Title 5 (August 25, 2002), applicants **are required to submit their Code of Conduct** for athletes, parents coaches, and officials addressing their guidelines for verbal threats, physical threats, profanity and initiation of fighting or contact. This should include policies for banning and reinstatement of persons who violate the code of conduct.

Rosters: All team organizations, excluding the schools, must submit team rosters that include names and addresses of all participants along with the field usage request.

Along with rosters, all teams must submit the dates, days, times and field/fields requested. Every organization's authorized representative must sign and return the form provided that they have read and understand all rules and regulations.

TERMS FOR USE OF FIELDS:

1. **Hours – *Non-lighted fields*:** Playing time is Monday through Saturday 8am to dusk and on Sundays 9am to dusk. ***Lighted Fields*:** Playing time is 8am to 10pm.
2. **Continuous Use:** In Order to ensure that each field gets the proper rest, the Recreation Department may close any field for such length of time as it deems necessary.
3. **Weather Conditions:** Use of fields may be prohibited by the Recreation Department when there are weather conditions that may potentially harm that field. Recreational play in lightening and thunder is prohibited. Play can not resume until 20 minutes after the last sign of lightening and when referee and coach deem conditions are safe.
4. **Seasons:** Use of the fields shall be permitted from a date determined by the Recreational Committee which shall be on or about April 15th through December 1st, weather permitting. There shall be 2 seasons: 4/15 – 6/30 and 7/1 – 12/1.
5. **Frequency:** Requests for use of the fields for more than four months in any one season will require special approval by the Recreation Committee.
- 6.. **Field Restrictions:** Lower Evankow field is limited to 3 games per week unless authorized by the Recreation Director. No practices to be scheduled.
7. Hitting of golf balls is prohibited.

OBTAINING PERMIT

8. **Application:** Applications for permits must be submitted to the Recreation Department by February 1st for the April through June season and by June 1st for the July through December season. Should any two large organizations with over 100 participants each request use of the fields on the same dates, those applications will be reviewed by the Recreation Committee and preference will be given to the organization which has a larger percentage of Bernardsville residents.
9. **Permit Issuance and Revocation:** When the request is granted, and the applicant agrees to the charges associated with the use of facilities, it shall constitute a permit, which may be revoked by the Department of Recreation upon reasonable grounds and notice. The granting of a permit for the use of one specified field that confers no privileges for the use of any facilities other than that stated in the permit.
10. **Special Equipment:** A permit to use recreation fields does not authorize the use of any special equipment such as lighting, sound systems, portable generators, and tents. The use of such special equipment must be approved in writing by the Recreation Department prior to its use. Ordinary athletic equipment that is not part of the facility must be supplied by the using organization. If any equipment such as nets or platforms are used they must be removed after the organization has completed their designated time. If not it may result in penalty of future usage of fields.
11. **Insurance:** Any athletic organization using Borough fields must provide the Borough with a certificate of insurance with a minimum coverage of \$1,000,000 and naming the "Borough of Bernardsville" as an additional insured. All such policies of insurance are subject to approval by the Borough Attorney and the Borough's Risk Manager.
12. **Damage:** The applicant is responsible for any damage to Borough of Bernardsville property.
13. **Hold Harmless:** The organization is to use the facilities at its own risk and must supply the Borough with a hold harmless agreement in form acceptable to the Borough Attorney and the Borough's Risk Manager.

- 14. Police Coverage:** The Department of Recreation may require the applicant to provide police coverage for safety reasons, which shall be paid for by the applicant.

GENERAL RULES:

- 15. Alcohol:** There is to be no possession and or consumption of alcoholic beverages on the field(s) or recreational grounds unless special permission is obtained from Mayor & Council.
- 16. Parking:** Cars must be parked as so not to interfere with entrance, exit, and/or travel along the parks' service roads and must comply with all borough regulations and ordinances. During the pool season the pool parking lot is prohibited to field users. All participants driving motor vehicles shall be subject to the provisions of Title 39 of the New Jersey Statutes and all other applicable statutes, ordinances, and regulations.
- 17. No open fires:** Barbecuing and cooking are prohibited on any fields at any time without special permission from the Mayor, Council, Recreation Committee and Fire Official.
- 18. Glass:** Glass containers or glass objects are not permitted at the fields.
- 19. Garbage:** Litter must be placed in the proper public litter receptacles; and the field must be free of litter before leaving. Any large items such as pizza boxes or equipment boxes must be removed by the organization. Fields will be checked periodically. If they are found with litter, that field may need to be closed for cleanup and privilege may be revoked.
- 20. Benches/Bleachers:** Benches and or bleachers are not to be moved from any field.
- 21. Restrooms:** An application for restroom keys must be filled out at the Recreation Office prior to the start of the program. The key can be picked up and returned to the police dispatch department by designated key applicants the same day. Restrooms must be checked periodically and definitely before leaving to ensure no persons or articles are left inside and for cleanliness or running water. Any graffiti or damages to the restrooms must be reported immediately to the Bernardsville Recreation Department which will be reported to the police.
- 22. Animals:** Animals must follow town ordinance for pet control.
- 23. *** Excessive Sound:** Loud and Unnecessary noise is prohibited: i.e. loud music, air horns, or noisemakers. All noise volumes must be in compliance with Noise Ordinance #209-19 and Ordinance #209-20.
- 24. Borough Ordinances:** Any organization using Borough fields will be subject to all Borough ordinances and other applicable statutes, law, and regulations.
- 25. Violations:** Violations by a permit holder of any of the regulations governing the use of facilities may result in cancellation of all existing permits and the denial of any permits in the future. This includes failure to enforce a code of conduct. Anyone who violates these rules and regulations also may be subject to the penalties set forth in section 1-5 of the Borough Code.