

TOWN OF DOVER
RECREATION DEPARTMENT
37 N. Sussex Street, Dover, NJ 07801
973-366-2200 x8014



FACILITY USE APPLICATION

(All applicants must show 2 forms of Identification)

Print Name: _____ Address: _____

Organization Name: _____ Phone: _____

Date(s) _____ Day of Week – S M T W TH F S Time: _____ AM PM

Type of Event: _____ Email: _____

*****A practice/game/tournament schedule must be attached to the application at time of submission. *****

Will alcohol be served? _____ Yes _____ No Will a sound system be used? _____ Yes _____ No

Will a contribution/admission fee be charged? _____ Yes _____ No

Approximate # of attendees _____ Are all attendees Dover Residents? _____ Yes _____ No

Facilities

_____ **Water Works Park** – Princeton Avenue -Picnic Area ☐

_____ **Crescent Field** – Second Street (Small Soccer Field ☐ Multi-purpose Field ☐)

_____ **Crescent Field** - (Basketball Court ☐ Volleyball Court ☐)

_____ **King Field** – Roswell Street - (King I ☐ King II ☐ King III ☐ King IV ☐ Snack Stand ☐)
(Majors) (T-Ball) (JV Softball) (Varsity Softball-50/70)

(For Facility Use Fees see attached Fee Schedule)

_____ **Portable Light Tower Fees** - \$125.00 each per season - Number of Light Towers **1 2 3 4 5 6**
(Circle number of light towers)

RECREATION FIELD USE FEES

Water Works Park Picnic Area

(Includes the Pavilion Area, Rest Room, Electric & Water Connections)

Town Resident - \$150 ☐ Town Non-Profit - \$200 ☐ Town Industrial - \$250 ☐

Out-of-Town Organization/Residents - \$275 ☐ Out-of-Town Industrial \$300 ☐

Artificial Turf Field

Resident Soccer League – Traveling Soccer Program (2 nights practice & 1 game per week) \$175 per Dover Team
(See attached Resolution No. 2017-75 for further details)

Security Fee - \$200 Check or Cash made payable to “**Dover Recreation**” must accompany application.

The applicant is responsible for damages exceeding the security fee. Billing provided by the Department of Public Works.

Special Police – Police Chief to determine if applicable. Fees are set and payable directly to the Dover Police Department.

Fire Permit – A permit must be obtained from the Fire Prevention Official for any use of an open flame, grill, sterno or charcoal.
Alcohol & Sound Permits – A One-Day ABC permit or Sound Permit can be obtained by the applicant at the Town Clerk’s office located in Town Hall at 37 N. Sussex Street.
Dumpsters – Additional refuse containers will be charged to the applicant.
Additional Port-A-Johns – May be required for large groups at applicant’s expense.

The Recreation Department reserves the right to cancel the permit and/or make revisions as deemed necessary.

If the Town of Dover Recreation Department grants permission to use the required facilities, it is understood that all rules and regulations must be adhered to.

IMPORTANT: This form must be completed in its entirety before submission. All requirements, including liability insurance and/or alcoholic consumption permit, must be obtained before this form being returned for approval.

AGREEMENT

In consideration of permission being granted by the Town of Dover, the

(Name of individual or group)

Agrees to the stipulation to oversee the clean-up of the facility to its original condition at the end of the event. Failure to clean the facility will result in the forfeiture of the \$200 security deposit.

Signature _____ Date: ____/____/____

OFFICIAL USE ONLY

APPLICATION APPROVED: ☐	APPLICATION DENIED: ☐
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Recreation Department Staff Member

____/____/____
Date

Dr. Edward Ramirez, Business Administrator

____/____/____
Date

Application is denied for the following reason(s):

Additional Requirements: Police ____ Fire ____ ABC Permit ____ Sound Permit ____ Dumpsters ____

Revised Schedule

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FACILITY REGULATIONS

PARK HOURS – 8:00 AM to DUSK except in designated areas.

SPEED LIMIT – 5 mph limit in park/field areas – observe speed bumps.

PARKING – In authorized areas ONLY – not along roadway entry at Water Works Park – assign committee to enforce.

CLEAN-UP – Keep areas clean and free of debris, including RESTROOMS. No dumpsters are provided by the Town of Dover. *All garbage is to be removed by the applicant upon departing the facility.* Failure to comply will result in the forfeiture of the security deposit.

DUMPSTERS & PORT-A-JOHNS – May be required for large events – must be secured by applicant at applicant's expense.

PROHIBITED – (a) **GAMBLING**

(b) **ALCOHOLIC BEVERAGES** – except by special permit and prior written approval of the Mayor and Board of Aldermen. NJ State laws require a permit & fees (applicant's expense). Violators will be prosecuted. See the Town Clerk for a permit application. *No GLASS beverage containers!*

(c) **SOUND SYSTEM** – except by special permit and written approval of the Mayor and Board of Aldermen.

POLICE – May be required. Contact the Police Chief before your scheduled event. Fees are set by and payable to the Dover Police Dept. at the applicant's expense.

FIRE PERMIT – Required for open flame or flame producing devices (grills, sterno, etc.) at any public gathering or place of assembly. A fire permit application is included and must be submitted to the Dover Fire Prevention Bureau.

SECURITY FEE – is **\$200**. The security fee is required to cover minimal damage and littering – the security fee is held in the Recreation Office and returned pending inspection of the facility. APPLICANT is responsible for ALL damages. Also, fee will not be returned if the number attending exceeds the applicant's request. Security fee is payable by cash or check made out to "**Dover Recreation**".

KEYS – To open restrooms and electrical boxes, keys must be picked up at the Dover Police Dept. Headquarters **ON THE DAY** of the event and returned **IMMEDIATELY** following the event.

Applicant must secure area before leaving park/field.

WATER WORKS PARK – Reservation allows exclusive use of the picnic grove. The playground equipment remains open to the general public.

WATER SOURCE – Located near the restrooms at Water Works Park.

POWER – At **Water Works Park**, the power box is located near the pavilion, and the circuit breaker is located inside the men's restroom.

Applicant agrees to abide by these facility regulations set by the Recreation Department.

(Applicant Signature)

_____/_____/_____
(Date)

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PARK AND FIELD USE REGULATIONS

FIELD USE “BY PERMIT ONLY” – Original sealed permit must be in possession during field use. Violators will be prosecuted subject to Ordinance #8-1999.

“FIELD CLOSED” Signs – Must be obeyed. Failure to do so will result in loss of the permit. Violators will be prosecuted subject to Ordinance #8-1999.

Applicant accepts responsibility of playing on fields ONLY when weather conditions are favorable and such play will not result in field damage (either immediate or long term).

At game time and during the game, umpires, referees, and coaches MUST evaluate field conditions to determine if the field is “playable” or “not playable”. Failure will result in the loss of the permit and security deposit.

APPLICATIONS – are available in the Recreation Department (Town Hall-37 N. Sussex Street) or online at www.dover.nj.us under Form Center. Applications must be submitted for approval to the Recreation Department thirty (30) days PRIOR to use of the facility. Incomplete applications may be denied. A complete roster of all players and coaches’ names and addresses is required before permit will be issued. One-million-dollar insurance certificate naming the Town of Dover and the Recreation Department, 37 N. Sussex Street, Dover, NJ 07801, must be submitted with the application PRIOR to approval.

FEES – determined by the Recreation Department – non-refundable if permit is violated.

NO UNAUTHORIZED VEHICLES – are permitted on fields or surrounding complex areas (no bikes, motorcycles or four wheelers, etc.) Violators will be prosecuted subject to Ordinance #8-1999.

POLICE – are to be contacted when a discrepancy concerning permitted use arises. Duplicate copies of all permits and applications are on file at police headquarters.

ENFORCEMENT – Chapter 265-9, Ordinance #8-1999 – Officials (Public Safety Director, Police, Director of Recreation, DPW Superintendent, Park Attendants, and Administrative Staff) have the authority to eject and seize any prohibited property, such as alcohol, fireworks, and may be confiscated by police.

VIOLATIONS & PENALTIES – Chapter 265-10, Ordinance #8-1999 – Subject to one or more of the following: Fine not exceeding \$1,000, imprisonment/community service not exceeding ninety (90) days. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

I have read and understand the above listed Park and Field Use Regulations.

Applicant Signature

_____/_____/_____
Date

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HOLD HARMLESS AGREEMENT

1. **DEFINITIONS I/WE _____ ME/MY SHALL MEAN:**
INDIVIDUAL _____ ORGANIZATION _____ CORPORATION _____

Name: _____

Address: _____
(Street)

(City) (State) (Zip Code)

Phone: _____
(Home) (Mobile) (Work)

Title: _____

You/Yours – Shall mean the Municipal Corporation known as: Town of Dover, New Jersey – Recreation Department, its agents, servants, employees or contractors:

2. General Information

Date of Event: _____ / _____ / _____ Time (Hours): _____ AM / PM TO _____ AM / PM

Facility Site: _____

Activity/Event Description _____

3. I sign this Hold Harmless as my voluntary act and by this act agree to hold YOU harmless and indemnify YOU from any claims, suits or other actions/arising from, caused by or which are the result of any omission or act of:

(a) YOU: (applicable only if the user of the site is a Corporation)

(b) Any quest, invitee, licensee, visitor above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described above)

4. I state that the activity listed above will not include the consumption of alcoholic beverages, but should any person in paragraph 3(b) consume alcohol or permit others to consume alcohol, I agree to be bound by the terms of paragraph 5 below.

5. I state that the activity listed above will include the consumption of alcoholic beverages and that because of such consumption, I have the following additional duties to YOU related to the use of the site listed:

(a) That I am solely responsible for the dispensing and consumption of alcohol, including the prudent responsible dispensing and consumption of alcohol by all persons involved in the activity described in paragraph 3 (b) above;

(b) To acknowledge by the signing of this Hold Harmless that YOU have no authority, control or participation in the dispensation or consumption of alcohol on the site and date listed above, and that I will take no step, action or measure to convey the idea that YOU in any way have promoted, assisted or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above;

(c) That I will not allow persons under the age of twenty-one (21) to dispense or consume alcohol at the site during the activity to be held on YOUR property;

(d) To comply with ALL Municipal Ordinances relating to the consumption of alcoholic beverages, including, but not limited to, obtaining any necessary permits.

6. I also agree that where the "MUNICIPAL OFFICER" signing this Hold Harmless on YOUR behalf feels I should provide to YOU a Certificate of Liability Insurance and proof of existing "Special Events Insurance", that I shall provide same to that municipal officer as soon as practicable and not less than two (2) business days prior to the date of the planned activity. The Municipal Officer shall check below if this Paragraph is applicable/not applicable to the activity listed.

☐ Applicable

☐ Not Applicable

7. I also agree that I am obligated to reimburse YOU for all reasonable attorney's fees incurred by YOU to enforce the terms of the Hold Harmless or to defend YOURSELF against any claim, suit or demand for subrogation or any other action which a court of competent jurisdiction later determines by final order or judgement should have been defended by ME at MY sole cost or expense pursuant to this Hold Harmless:

8. Legal Signature

(a) Individual/applicant _____
(Print Name) (Signature)

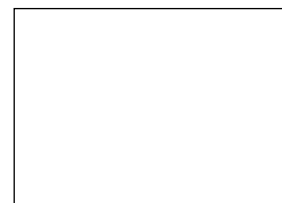
On behalf of _____
Title _____
Corporation _____

(b) REVIEWED FOR COMPLETION AND APPROVED BY:

Recreation Department Staff Member ____/____/____
Date

(c) APPROVED BY:

Dr. Edward Ramirez, Business Administrator ____/____/____
Date



TOWN OF DOVER SEAL

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CORPORATE ACKNOWLEDGEMENT:

State of New Jersey, County of Morris

I certify that on ____/____/____, _____ personally came before
(Date) (Applicant's Name)

Me and this person acknowledged under oath to my satisfaction,

(a) this person is the _____ of _____ the corporation named in the attached document;

(b) this person is attesting witness to the signing of this document by the proper corporate officer who is _____ the _____ of the corporation;

(c) this document was signed and delivered by the corporation as it's voluntary act duly authorized by a proper resolution of its Board of Directors;

(d) this person knows the proper corporation seal which was affixed to this document;

(e) this person signed this proof to attest to the truth of these facts.

Signed and sworn to before me on:

_____/_____/_____
Date

Signature

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INSURANCE REQUIREMENTS

The Morris County Joint Insurance Fund sets the following minimum limits of Liability insurance for outside organizations, groups, agencies, etc. requesting use of Town of Dover facilities (parks, playgrounds, buildings, ball fields, parking lots, etc.):

Alcoholic Beverages – Served or Sold

Minimum \$1 million liability coverage. Liquor Liability insurance if alcohol is sold and Host Liquor Liability Insurance if alcohol is served but not sold.

Attendance Under 200

Minimum \$1 million liability coverage.

Attendance Over 200

Minimum \$1 million liability coverage.

Athletic Events

Minimum \$1 million liability coverage.

All other special activities not covered by those mentioned above or by the Joint Insurance Fund Policy will be dealt with on an individual basis, after discussion with the Town Administrator, Town Attorney, and Town Risk Manager, and/or its representatives.

PERMIT REQUIREMENTS

Permits for use of town facilities will not be issued unless a Certificate of Liability Insurance listing sufficient coverage and naming the **TOWN OF DOVER** and **DOVER RECREATION DEPARTMENT** as Additional Insured is submitted (by the applicant's insurance company) to the Town of Dover. Also, every application requires a signed Hold Harmless Agreement from properly authorized applicant.

NOTE: Town ordinance prohibits consumption of alcoholic beverages in parks, playgrounds or ball fields without special permit and prior written approval of the Mayor and Board of Aldermen.

All offenders will be prosecuted to the full extent of the law.

(See attached Certificate of Insurance Sample)

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FIELD USE POLICY

TEAM LIABILITY INSURANCE
Minimum \$1 million liability coverage.

****DOVER TEAM MUST BE ON FIELD****

HOLD HARMLESS
Must be completed and signed by properly authorized applicant.

SEASON RATE
Available when a schedule of reserved dates (games & practices) is submitted.
No changes thereafter or the standard per game fee will prevail.
Fees determined by Recreation Department.

*Two visiting teams are not eligible to use the fields EXCEPT in PLAYOFF situations or UNLESS:

- (a) They have provided proof of the proper insurance coverage;
- (b) They pay the recommended fee for use of the facility;
- (c) They provide the Recreation Department with a Certificate of Insurance naming The Town of Dover and Recreation Department as Additional Insureds.

****Applications must be submitted to the Recreation Dept. at least 30 days before anticipated use of facility.**

**NOTE: Recreation sponsored programs and authorized town leagues
have preference for field reservations.**

***Fees for use of facilities as determined by the Recreation Department for use of
Recreation Facilities and programs within the Town of Dover by Resolution.***

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WATER WORKS PARK
SIGN OUT SHEET

Applicant's Name: _____

Date: _____

CHECKLIST

(Please Initial)

- _____ 1) I have checked the rest rooms to ensure that no water was left running, all debris removed and stalls are unoccupied before locking them up.
- _____ 2) I have picked up all trash and will make certain to remove it from the premises.
- _____ 3) I made sure to **TURN OFF, CLOSE & LOCK** anything I used or opened (this includes rest room doors, electrical boxes, circuit breakers inside men's rest room, water source (steel drum with lid must be secure).
- 4) I have made sure any charcoal grill/fire has been safely extinguished.
- 5) I have read the facility regulations and have made sure the park is clean and secure before turning the keys in to the Police Department.
- 6) I understand my security deposit will be forfeited if I do not complete this form and **return keys to the Police Department.**

(Print Name of Permit Holder)

(Signature of Permit Holder)

(Phone # of Permit Holder)