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SHAMONG TOWNSHIP

FACILITIES USE POLICY

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I. FACILITIES USE POLICY

Shamong Township Committee recognizes that:

- 1) municipal facilities are public property and, as such, should be made available for public use, when it is determined that such use would not subject facilities or participants to any harm or injury.
- 2) use of municipal facilities should be programmed and regulated for the convenience of their users in order to ensure availability and safety; and
- 3) proper maintenance and care is required in order to maintain these facilities and keep them in proper condition for their users.

As such, the Shamong Township Committee has adopted the following regulations as a means of improving the accessibility of Shamong's municipal facilities and, at the same time, providing for their safe, constructive and prolonged use.

II. FACILITIES USE REGULATIONS

A. GENERAL REGULATIONS

1. It shall be unlawful for any person, firm, corporation or any other entity to perform or permit to be performed any of the following acts within any building or property of the Shamong Township. The provisions herein shall not apply to any authorized official of the Township in pursuit of any official duty or person having prior written permission from the Township.
 - a. Mark, deface, disfigure, injure, tamper with, or displace or remove any Township property.
 - b. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse or other trash anywhere on the grounds thereof, or inside the municipal buildings but shall be placed in the proper receptacles where these are provided; and where receptacles are not so provided, all such rubbish or waste shall be placed in plastic bags to be properly disposed of elsewhere.
 - c. Endanger the safety of any person by any conduct or act, including disturbing the peace or committing any assault, battery or fighting.
 - d. Carry, possess or consume any alcoholic beverage, narcotics or drugs in any building or property of the Township.

- e. Smoke in any Township building.
 - f. Prevent any person from using any Township facilities, or interfere with such use in compliance with these regulations.
 - g. Solicit funds for any purpose or sell, vend, peddle or offer for sale any commodity, article, or services within any building or property of the Township where such activity is purely for pecuniary profit, or solicit funds for any purpose, other than employees and officials of the Township or persons having prior written permission from the Township.
 - h. Paste, glue, tack or otherwise post or hang any sign, placard, advertisement, or inscription whatsoever in any building. (The provisions of this subsection shall not apply to any authorized official of the Township in pursuit of any official duty, or persons having prior written permission from the Township Clerk.)
 - i. Hold, possess or use any firearm or weapon in or within three hundred yards of any Township structure or property, unless the individual is required to carry a firearm or weapon in the pursuit of his or her employment.
- 2. Shamong Township reserves the right to prohibit, rescind or change the use of facilities, regardless of prior approval for use. Whenever practicable, reasonable notice will be provided.
 - 3. All indoor activities must terminate by 11:00 PM, unless prior written approval is obtained.
 - 4. Municipal facilities cannot be used for any purpose prohibited by law.
 - 5. Applications for the use of any municipal facility can be denied at the discretion of the Township Clerk.

B. SUPERVISION

- 1. Applicants granted uses of facilities are responsible for the proper supervision of all participants and spectators. Those participants under the age of 18 years are not to be left unattended at any time.
- 2. Applicants granted use of facilities will be held responsible for any personal injury or property damage resulting from the lack of supervision or poor supervision of participants or spectators.

C. MAINTENANCE AND USE OF FACILITIES

1. Permittee must report any problems encountered with the facility to the Township Clerk within 24 hours of the conclusion of the activity.
2. Proper use of facilities is of the utmost importance. Organizations or groups failing to abide by the provisions of this policy will be asked to curtail their event(s) and may be denied further use of Township facilities.
3. Facilities must be left clean and orderly. Chairs and tables shall be cleaned and returned to their original positions and lights and air conditioning/heating should be turned off or adjusted as directed or posted at the facility, trash and recyclables shall be placed in large containers available near the entrance to Court Room.

D. DAMAGE TO MUNICIPAL PROPERTY

1. Users of facilities automatically assume responsibility and liability for all damages and loss to Township property that occurs while using said facilities.

E. PARKING

1. Parking is limited to designated parking areas.
2. Violation of the parking policy will result in revocation of the applicant's privilege to continue utilizing the facility.

F. APPLICATION PROCEDURES AND DEADLINES

1. Applications for the use of municipal facilities are required for any other organized gathering.
2. Applications for the use of any municipal facility available for use can be obtained from the township website, in person at or requested by mail from:

Shamong Township
105 Willow Grove Road
Shamong, NJ 08088
Attention: Township Clerk

3. A \$200.00 returnable deposit (*check or money order payable to Shamong Township*) is required with all non-resident organization applications. This deposit will be used to cover any damage to Township property or cleaning required due to the use of site. Users will be notified in writing by the Township Administrator if any such charge will be assessed.

4. Fees are required with certain applications. These are indicated in *Section G: Schedule of Fees*.
5. Proof of Insurance is required with certain applications. These are indicated under *Section H: Insurance*.
6. An original, signed liability insurance indemnification and waiver is required with certain applications. Further information is contained in *Section I: Indemnification and Waiver*.
7. A team roster(s) or membership list is required with all *Facility Use* applications. This roster/listing must include the name and home address of all participants utilizing said facility.
8. Completed applications should be returned to the Township Clerk at the above address. Please type or write on the envelope: FACILITY USE APPLICATION. Applications should be submitted at least fifteen days prior to the scheduled event. Applications submitted after this deadline cannot be assured of scheduling. Applications are considered on a first come-first serve basis. All applicable payments/deposits, (*Check or money order payable to SHAMONG TOWNSHIP*) insurance requirements, and roster memberships **must** accompany applications.
9. If the application is correctly completed and the facility is available, confirmation of scheduling dates will usually occur within ten (10) days of initial submittal. An executed *Facility Use Permit* will be immediately issued and will be either mailed or made available for pick-up, per the applicant's request. The executed *Facility Use Permit* must be present with the user group's representative at all scheduled activities.
10. A *Facility Use Permit* for athletic events will be granted for a maximum of four (4) months; non-athletic events for a maximum of one (1) year. It is the applicant's responsibility to file a new application upon expiration.

G. Fees:

All groups, organizations and/or leagues and all "for-profit" youth organizations, will be required to pay a fee to use municipal facilities. Shamong-based non-profit groups (comprised of 75% of Shamong residents) and the Shamong Seniors organization are exempt from all fees. All organizations whose membership is less than 75% Shamong Township residents will be required to pay a fee to use municipal facilities. These fees are listed on the Fee Schedule at page 7 herein, and are subject to a two hour minimum.

In determining if a resident, non-profit group contains a 75% majority of Township

residents, all members of the organization will be counted.

SCHEDULE OF FEES

Municipal Building: *All rates are based on a minimum of a five (5) hour time limit.*

Meeting Rooms:

	<u>Per Hour</u>
Resident Non-Profit Groups*	\$ - 0 -
Resident Groups or Individuals	20.00
All Others	30.00

Hourly fee assessed after five (5) hours for meeting rooms is \$40.

* A group comprised of residents, organized for purposes other than generating profit, as determined by the Internal Revenue Service.

H. INSURANCE

1. *Formal organizations* (i.e., Boy Scouts, athletic leagues) that wish to use municipal facilities must maintain adequate insurance coverage and provide proof of coverage with their application. An original executed Certificate of Insurance is required at the time of application. *Informal groups*, however, are free to use facilities without insurance coverage, contingent upon the execution of an Indemnification and Waiver, which is described in *Section I*. Insurance requirements may also be waived for municipally sponsored meetings or events.

Determination as to whether a group is formal or informal will be made by the Township Clerk. Factors that will be considered include, but are not limited to, incorporation status, size of membership, frequency of gatherings, and existing insurance.

2. Those users required to have insurance must present satisfactory evidence (original executed Certificate of Insurance) of insurance protection for participants, spectators, coaches and the public within the following terms and conditions. The applicant must maintain Commercial General Liability insurance with limits of liability not less than \$1,000,000 (\$1 million) per occurrence and aggregate. The policy will provide coverage for the users activity at the approved facilities, and shall state such activities on the Certificate of Insurance. The Certificate shall name the Shamong Township as the Certificate Holder and as an Additional Insured for the full duration of the use of the facility(ies).

I. INDEMNIFICATION AND WAIVER

1. Users must sign a waiver in which they agree to waive and relinquish all claims, and causes of action, of every kind which they have or may have against the Shamong Township arising out of the use of the facility resulting in personal injury and/or property damage. The users must recognize and acknowledge that they assume all risks in connection with the use of the facility.
2. Users must indemnify the Shamong Township of any and all liability of loss, and against all claims or actions based upon or arising out of damage or injury (including both) to persons or property caused by or sustained in connection with the applicant's use of the facility, and, the defense of any such claims or action, whether the liability, loss or damage is caused by, or arise out of negligence of the Shamong Township, or any of the agents, employees or otherwise. The user must further agree to reimburse the Shamong Township for any and all expenses, attorney's fees, or costs incurred in the enforcement of this waiver and indemnification.

J. PRIORITIES OF USE

Applications for the use of facilities will be scheduled on a first come first serve basis. When more than one complete application is received for the same date(s), the following priority order will apply. *In all instances, priority is given to Shamong Township residents.*

- (1) Meetings or events, directly sponsored by the Township Committee or Township employees for municipal purposes.
- (2) Meetings of Municipal Advisory Boards and Committees.
- (3) Meetings or events directly sponsored by Township Departments and/or employees for municipal purposes.
- (4) Meetings held for the discussion of municipal issues.
- (5) Youth recreational activities or service organizations.
- (6) Adult member organizations.
- (7) Private functions or gatherings.
- (8) Other.

SHAMONG TOWNSHIP
FACILITY USE PERMIT

(PLEASE PRINT OR TYPE)

Facility Requested: _____

Location: _____

Date(s) Needed: _____ to _____

Day(s) of the weeks Needed: _____

Times Needed: _____ to _____

**If your schedule is flexible, please indicate your requirements in general terms - i.e. two nights per week, any night from 5:00 p.m. to 8:00 p.m., etc.)*

Name of Applicant Group: _____

1) Name of Group Representative: _____

Relationship to Group: _____

Address: _____

Township: _____ State: _____ Zip: _____

Phone #: Day:() _____ Evening:() _____

2) Name of Alternative Group Representative: _____

Relationship to Group: _____

Address: _____

Township: _____ State: _____ Zip: _____

Phone #: Day:() _____ Evening:() _____

Purpose of Event/Activity: _____

1) Number of Participants: _____ Spectators _____

2) Age Range of Participants: _____

3) Number of Supervisors/Chaperons: _____

4) Number of Shamong residents: _____

5) Fees charged to participants: \$ _____ per _____

Fee (check or money order payable to Shamong Township): Facility \$ _____
TOTAL \$ _____

Deposit: (separate check or money order payable to Shamong Twp) \$ _____

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FACILITY USE PERMIT
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The undersigned representatives of the requesting applicant understand and agree to the following:

1. Activity(ies) will begin and end within the approved time frame.
2. All debris resulting from the approved activity will be picked up and deposited at the designated disposal location(s).
3. Specific and sufficient adults will be assigned the sole responsibility of providing security and deterring vandalism.
4. Shamong Township may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators.
5. Noise must be kept to a minimum so as not to disturb others utilizing the facility and residents within the area.
6. Parking is allowed in designated vehicle parking areas only. Please be considerate of residents who live adjacent to park areas; as parking is strictly prohibited on their private property and will result in fines levied by the New Jersey State Police.
7. All problems encountered with the facility will be made known to the Shamong Township Clerk's Office within 24 hours of the conclusion of the activity.
8. Shamong Township will require the applicant to provide remuneration to the Township for damages to the facility and/or repairs/replacement of damaged equipment.
9. Violations of any of the above may result in the cancellation of the permit and/or the denial of future requests.
10. Shamong Township retains the right to rescind this permit at any time.

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If any inconsistency or modification shall be found between this Facilities Use Policy and the Code, the provisions of the Code shall apply.

AGREED TO BY:

Signature-Authorized Applicant Representative

Date

Signature-Authorized Applicant Alternate Representative

Date

Signature-Authorized Shamong Township Representative

Date