

# TOWNSHIP OF MIDDLETOWN

## DEPARTMENT OF RECREATION

Township Hall, One Kings Highway  
Middletown, NJ07748-2594

OFFICE LOCATION:  
Poricy Park  
345 Oak Hill Road, Middletown, NJ 07748  
Tel: (732) 615-2260 Fax: (732) 842-6833  
www.middletownnj.org

JANET E. DELLETT  
*Director of Recreation*

MARY BETH WHEELER  
*Assistant Director of Recreation*



Dear Facility/Field Renter

Attached is a Middletown Township Athletic Field/Facility Rental Request Form.

Completed applications can be either mailed to:

Middletown Recreation  
1 Kings Highway  
Middletown, NJ 07748

or, may be dropped off at the Township Recreation Offices, Poricy Park Nature Center, 345 Oak Hill Road.

Please remember to complete your application in full. Also, please remember to only request a field or facility for dates and times you know you will need and use. **DO NOT OVERBOOK FOR PRACTICES & GAMES UNLESS YOU ARE SURE YOU NEED THEM. ALL FACILITIES/FIELDS/TIMES REQUESTED FOR WILL BE BILLED AND PAYMENT FOR SUCH WILL BE REQUIRED.**

Some changes have been made for 2018 and are shown in **RED** on the application. Upon receipt of completed application, the requested usage will be reviewed and the applicant will be contacted.

If you have any questions, feel free to contact Middletown Township Recreation at 732-615-2260 or email [fields@middletownnj.org](mailto:fields@middletownnj.org)

Sincerely,

Middletown Township Recreation



Celebrating 350 Years of Community and History

**MIDDLETOWN TOWNSHIP DEPARTMENT OF RECREATION  
ATHLETIC FIELD/FACILITY RENTAL REQUEST**

**PROCEDURE FOR OBTAINING A FIELD/FACILITY USAGE PERMIT**

1. The following items must be submitted in order to be considered:

\_\_\_ ***Completed Application***

\_\_\_ ***Certificate of Insurance*** – Name of group/club/team making request should be as it appears on the Insurance Certificate. Coverage must be for no less than \$1,000,000.00 Bodily Injury/Property Damage Combined Single Limit. Middletown Township must be named as additional insured: Middletown Township, 1 Kings Highway, Middletown NJ 07748. If request involves a Board of Education facility, an additional COI naming the Middletown Township Board of Education as additional insured must also be supplied: Middletown BOE, 834 Leonardville Road, Leonardo NJ 07737. **FAILURE TO PROVIDE VALID & ACCEPTABLE COI WILL VOID FIELD/FACILITY REQUEST.**

\_\_\_ ***Proof of Residency/Team Rosters*** – Copy of tax bill, driver's license or photo ID with name/address. Teams must supply typed rosters with name, address & phone number for verification of Middletown residency. A minimum of 80% residents required for resident rate. Rosters are due no later than 2 weeks into the season or organization will be charged non-resident rate.

\_\_\_ ***Concussion/Head Injury Awareness and Treatment Training*** – All sport groups/teams are required to provide a signed copy of the Board of education's Statement of Compliance with Board Policy 2431.4 – Prevention and Treatment of Sports Related Concussions and Head Injuries, regardless if using a BOE facility or not.

2. Upon receipt of all above items properly completed, the requested usage will be reviewed and the applicant will be contacted.
3. If approved, the applicant will be advised of the usage fees along with payment instructions. A minimum 50% deposit will be due one week prior to permit start date and the remaining 50% will be due halfway through permit use. If requesting a facility for one day, payment in full is due immediately.

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**NOTES:**

1. Requests must be made a minimum of seven (7) business days in advance of use **except tournament requests which require a minimum of thirty (30) business days advance notice.**
2. Fields are available March 15 thru November 15 each year. Gym and Meeting Rooms are available January 1 thru December 31 each year, **except recognized Township Holidays. Weekend Gym use must conclude no later than 6pm.** Picnic Shelter is available for rental April 1 thru November 15 each year.
3. **All requests will be reviewed by the Recreation & Parks staff to determine if additional Township staffing is necessary for requested event. If so, additional staffing costs will required and billed accordingly.**
4. Requests for:
  - a. **WINTER:** December 1 thru March 14 shall be submitted no earlier than 1<sup>st</sup> business November Monday for residents and 2<sup>nd</sup> business Monday for non-residents
  - b. **SPRING:** March 15 thru June 15 shall be submitted no earlier than 1<sup>st</sup> business February Monday for residents and 2<sup>nd</sup> business Monday for non-residents.
  - c. **SUMMER:** June 16 thru August 31 shall be submitted no earlier than 1<sup>st</sup> business May Monday for residents and 2<sup>nd</sup> business Monday for non-residents.
  - d. **FALL:** September 1 thru November 30 shall be submitted no earlier than 1<sup>st</sup> business July Monday for residents and 2<sup>nd</sup> business Monday for non-residents.
5. Applicants making requests for use of overlapping seasons will be given priority when submitting subsequent requests.

6. Middletown Township Recreation programs/events and Township BOE activities/events will be given priority in scheduling fields & facilities **as will Middletown Township resident groups and past facility/fields users.**

**MIDDLETOWN TOWNSHIP DEPARTMENT OF RECREATION  
ATHLETIC FIELD/FACILITY RENTAL REQUEST  
1 Kings Highway, Middletown, NJ 07748  
(P) 732-615-2260 • (F) 732-842-6833 • [fields@middletownnj.org](mailto:fields@middletownnj.org)**

**ATHLETIC FIELD/FACILITY RENTAL REQUEST**

**Name of Organization/Club/League:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Contact Person for Group & Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Day of Week	Park	Field	Specific Dates From                  To	Specific Hours From To	Type of Activity practice/game/etc

**Additional Services Requested (additional fees may apply). Equipment (goals/bases/tables/chairs/PA system/additional staff required/etc.)**

Day of Week	Park	Field	Specific Dates From To	Specific Hours From To	Type of Activity practice/game/etc

**Additional Services Requested (additional fees may apply)**

Equipment (goals/bases/tables/chairs/PA system/additional staff required/etc.) \_\_\_\_\_

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**ATHLETIC FIELD/FACILITY RENTAL REQUEST**  
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1. Fees:
  - a. ATHLETIC FIELDS:  
Class II: \$20/2-hr per day • Class III: \$30/2-hr per day  
Lights: Additional \$20/per field per night
  - b. TURF FIELD:  
Class II: \$35/2-hr per day  
Class III: \$140/2-hr day  
Lights: Additional \$20/ per night
  - c. **GYM:**  
Class II: \$20/2-hr per **weekday** • Class III: \$30/2-hr per **weekday**  
**Class II: \$40/2-hr per weekend/holiday day • Class III: \$60/2-hr per weekend/holiday day**  
Gym Scoreboard: Additional \$20/per rental date
  - d. TENNIS COURTS:  
Class II: \$5/hr daytime; \$8/hr night time (lights included)  
Class III: \$6/hr daytime; \$10/hr night time (lights included)
  - e. MEETING ROOMS/SHELTER BLDG:  
Class II: \$20/2-hr per day • Class III: \$30/2-hr per day  
Tables/Chairs: \$5 per table \$2 per chair. If set up/take down is required, please indicate this on the request. Additional staffing fees may apply.
  - f. SHOWMOBILE:  
Class II: \$180/day (12hr max)  
Class III: \$280/day (12hr max)  
Additional Delivery/Pickup Charge: \$280.00
  - g. **ADDITIONAL STAFFING FEES: Any required township employee for any class of user shall be calculated at the maximum regular hourly and overtime rates, as applicable based on the time of need. Will be billed after the event with exact cost.**  
**Weeknight: up to \$40/hr/staff**  
**Saturday: up to \$60/hr/staff**  
**Sunday/Holiday: up to \$80/hr/staff**
2. Signature and address of responsible party of organization who has full understanding of and acceptance of the terms of the permit, and who will accept responsibility for adherence with all Township Regulations and Ordinances.
3. Permit holders are required to evaluate the field/facility before use and ARE NOT PERMITTED TO PLAY ON A FIELD DAMAGED OR IF DAMAGE WOULD OCCUR DUE TO ADVERSE WEATHER CONDITIONS.
4. Rainouts or cancellations by the permit holder must be reported to Middletown Recreation within 48 hours for refund/credit consideration.
5. Permit holders are required to police and clean up their Township field/facility and adjoining areas after use.
6. Permit holders must provide the Township and BOE, if necessary, with a CURRENT Certificate of Insurance prior to using field/facility.
7. Permit holders must pay deposit fee or total fee for use PRIOR to using Township field/facility.
8. Permit holders are responsible for damage to Township field/facility/equipment.
9. Permit holders may NOT sublet or assign reserved times/facilities to other teams, leagues or individuals.  
If found in violation permits will be revoked & any fees collected will not be refunded.
10. The Township reserves the right to close any field or facility for safety, weather or property concerns as the Township deems necessary.  
Each permit holder will be notified of field/facility closings.
11. Failure to follow these policies can result in revocation of permits and/or paying for restoration of fields/facility/equipment that have been damaged or left in unclean condition.

12. I have reviewed a copy of Twp Ordinances and Fees. These can be found under the Ordinance section of the Township website.  
Ordinance#: [240 - 25](#) "Fees→ Department of Recreation"

\_\_\_\_\_  
Signature of Applicant (Agrees to Comply with Rules & Regulations)

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**Approved / Denied**

\_\_\_\_\_ Date Recvd    \_\_\_\_\_ COI Recvd    \_\_\_\_\_ Fees Due    \_\_\_\_\_ Deposit Recvd    \_\_\_\_\_ Balance Recvd  
\_\_\_\_\_ Permit Issued

MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS

P.O. Box 4170, Middletown, NJ 07748

(732) 671-3850 FAX (732) 291-1035

[www.middletownk12.org](http://www.middletownk12.org)

COMMUNITY SPORTS ORGANIZATIONS

STATEMENT OF COMPLIANCE

With

BOARD POLICY 2431.4-PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

Prevention of a sports-related concussion and head injuries is an important component of Middletown Township Public School's athletic program as addressed in our Policy 2431.4 (attached).

As an organization which uses district facilities for youth sports, you are responsible for assuring the district that your coaches and other volunteers have been properly trained to know the facts about concussion and head injury and when it is safe for athletes to return to play.

The Centers for Disease Control and Prevention provides an online training session entitled "Heads Up, Concussion in Youth Sports" which can be found at:  
[www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

**This statement of compliance must be presented to the district along with a current Certificate of Insurance naming the Middletown Township Public Schools as an additional insured prior to the use of our facilities.**

I \_\_\_\_\_ an authorized representative of \_\_\_\_\_  
*Print Name* *Name of Organization*

*Do here by certify that our organization is in full compliance with the Middletown Township Public School's policies for the management of concussions and other head injuries.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

*A Student-Focused Community*

# **IMPORTANT NOTICE**

TO ALL SPORTS LEAGUES:

ANY LEAGUE SEEKING TO MAKE THEIR OWN IMPROVEMENTS TO A SPORTS FIELD AND /OR PARK PROPERTY MUST REQUEST PERMISSION FROM THE PUBLIC WORKS DEPARTMENT.

REQUESTS MUST BE SUBMITTED IN WRITING AND INCLUDE A DESCRIPTION OF THE INTENDED IMPROVEMENT, COST BREAKDOWN OF THE PROJECT, A SURVEY DRAWING DEPICTING EXISTING CONDITIONS AND THE PROPOSED IMPROVEMENT, AS WELL AS, CONSTRUCTION DETAILS. SUBMITTAL MAY ALSO REQUIRE A GRADING PLAN AND/OR BUILDING PERMIT.

APPLICABLE ITEMS REQUIRING APPROVAL INCLUDE CONSTRUCTION, INSTALLATION AND REPAIR OF THE FOLLOWING:

BACKSTOPS, BATTING CAGES, PITCHING CAGES, FENCING, LIGHTING, SCOREBOARDS, GOALS, PLAYER'S BENCHES, BLEACHERS, DRAINAGE PIPING AND STRUCTURES, WATER LINES, UTILITIES, IRRIGATION, STORAGE BUILDINGS, SHEDS, TRAILERS AND CONTAINERS, DUGOUTS, FIELD, COURT AND HOCKEY RINK RENOVATIONS, PARKING LOT CONSTRUCTION, SEEDING, TOPSOILING, FERTILIZING, STOCKPILING. ITEMS ALSO INCLUDE IMPROVEMENTS/UPGRADES TO CONCESSION STANDS, BATHROOMS AND ANY OTHER BUILDING IMPROVEMENTS.

THE PLACEMENT OF PORTABLE RESTROOMS AT PARK PROPERTIES ALSO REQUIRES WRITTEN APPROVAL. NOTE THAT A PORTABLE RESTROOM MUST BE TYPE PROVIDING "HANDICAPPED" ACCESSIBILITY.

SUBMITTALS WILL BE REVIEWED BY PUBLIC WORKS STAFF, RECREATION, AND TOWNSHIP ADMINISTRATION PRIOR TO APPROVAL OR DENIAL. CERTAIN IMPROVEMENTS MAY INVOLVE REVIEW AND APPROVAL BY THE TOWNSHIP COMMITTEE.

NOTE THAT IMPROVEMENTS/UPGRADES TO THE TOWNSHIP SPORTS FACILITIES AND PARKS PERFORMED BY THE SPORTS LEAGUES ARE TREATED AS DONATIONS TO THE TOWNSHIP AND BECOME PROPERTY OF THE TOWNSHIP OF MIDDLETOWN.

THANK YOU.

*Township of Middletown Public Works & Engineering*

*52 Kanes Lane, Middletown, NJ 07748*

*Phone: (732) 615-2110 Fax: (732) 671-0039*