

**Stillwater Township Recreation Commission  
Application Permit for the Use of Grounds**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone #'s: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_

(X) Requested Use:		
	Seasonal	(Schedule of events <b>MUST</b> be attached)
	Particular Date	Date: _____ Time: _____
(X) Specific Area Requested: (circle park)		
Baseball Field	Stillwater Park in Swartswood	Veteran's Memorial
Soccer Field	Volunteer Field	Veteran's Memorial
Other: (please specify):		
Date(s) of Requested Use:		
Times of Requested Use:		
Reason for Request:		

**\*\*PLEASE BE ADVISED THAT NO REQUESTS WILL BE APPROVED UNTIL A PROGRAM SCHEDULE IS SUBMITTED\*\***

**\*CLEAN UP IS THE RESPONSIBILITY OF USER AND MUST BE COMPLIED WITH. LITTER MUST BE REMOVED FROM THE FIELDS.\***

**Insurance Coverage Requirements**

Full Name of Insurance Carrier: \_\_\_\_\_

All persons attending the planned function or group or team event are required to be covered in an amount not less than \$1,000,000 per occurrence.

Your insurance policy must establish the above listed minimum coverage requirements and show the Township of Stillwater as an additional insured party.

The Township Committee may require "special events" insurance coverage if deemed appropriate.

The Township Committee may waive these insurance coverage requirements for activities sponsored by the Township or for any other activities where deemed appropriate.

A copy of the required general liability and property damage insurance policies must be submitted with this application and prior to any use of facility.

This form must be presented in person at a committee meeting by an authorized member of your organization as follows: Spring Season (March-June) must be at the Feb. meeting; Summer Season (July-Aug.) must be at the May meeting; Fall Season (Sept.-Nov.) must be at the July meeting.

**Hold Harmless Agreement**

I sign this document on my own behalf or as the designated agent for my organization or my corporation as my voluntary act.

By signing this document, I (and my organization or corporation where applicable) agree to hold harmless the Township of Stillwater, as well as the township’s officers, employees, agents and assigns, against any claims, suits or other actions arising from, caused by, or which are the alleged result of any act of a participant, guest, invitee, licensee, visitor or any other person present on the premises listed above in order to organize, assist, supervise, observe, enjoy or participate in any other way in the activity to be held (as described above) on the date(s) listed above.

By signing this document, I (and my organization or corporation where applicable) further agree to indemnify (for all damages and attorney’s fees incurred) the Township of Stillwater, as well as the township’s officers, employees, agents, of a participant, guest, invitee, licensee, visitor or any other person present on the premises listed above in order to organize, assist, supervise, observe, enjoy or participate in any other way in the activity to be held (as described above) on the date(s) listed above.

**Compliance with Rules and Regulations**

I have obtained a copy of all rules and regulations for the facility or location requested and, by signing this document, represent that I have reviewed said rules and regulations and I (and my organization or corporation where applicable) agree to abide by those rules and regulations and accept full responsibility for violations thereof.

The undersigned certifies that he or she (on behalf of his or her organization or corporation where applicable) has met all the requirements set forth in this application permit for the use of grounds.

Signature: \_\_\_\_\_

(sign name here)

(print name here)

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**FOR OFFICE USE ONLY**

Permit: Granted: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Recreation Director: \_\_\_\_\_

Exceptions, Special Remarks, Fees: \_\_\_\_\_

\_\_\_\_\_

## RULES AND REGULATIONS FOR FIELD USE APPLICATIONS/USE

1. Please be advised that NO requests will be approved over the phone or by email. All applicants must appear in person at a regularly scheduled Recreation Commission meeting according to the following schedules:

Spring Season (March – June) must be at the February meeting

Summer Season (July – August) must be at the May meeting

Fall Season (September – November) must be at the July meeting

### **THERE WILL BE NO EXCEPTIONS**

2. Please be advised that NO incomplete applications will be approved. All applications must include a program schedule. Only actual scheduled use dates are to be included. No anticipated or rain dates can be pre-scheduled. These will be approved on an availability basis only. Rain dates will only be allowed if no conflict with another previously scheduled organization.
3. No schedule changes will be permitted unless previously approved by the Recreation Commission at a regularly scheduled meeting.
4. There must be at least one (1) Stillwater resident as a member of the playing team.
5. Clean up is the responsibility of the team and all trash is to be removed from the fields. Use of the provided recycle bins is required. Please make sure all litter is cleaned up after use.
6. There is NO alcohol use on the fields at any time.
7. Parking is permitted in designated areas ONLY. No parking on the fields.
8. Permission needs to be granted by the Recreation Commission representative for access to the gate for loading and unloading of equipment. There will be a key available at the Town Hall or with the Recreation Commission representative for access. There will be NO keys randomly issued or copied.
9. Compliance with the latest CDC Guidelines for Sports Activities Executive Order # 149 issued May 29, 2020 **IS REQUIRED.**