



Stillwater Township Recreation Commission Application Permit for the Use of Grounds 2026 / 2027

Name of Organization: _____

Address of Organization: _____

Contact Person: _____ Position: _____

Telephone #'s: (H) _____ (C) _____

Email Address: _____

****A Stillwater resident must be participating in use of grounds****

(X) Requested Use: (Schedule of events and Insurance MUST be attached)			
<input type="checkbox"/>	Seasonal (1 application per Season)	Spring <input type="checkbox"/>	Summer <input type="checkbox"/> Fall <input type="checkbox"/>
<input type="checkbox"/>	Particular Date	Dates:	Time:
Circle Park		(X) Specific Area Requested:	
Stillwater Park in Swartswood	Baseball <input type="checkbox"/>	Soccer <input type="checkbox"/>	
Veteran's Memorial Park	Football <input type="checkbox"/>	Lacrosse <input type="checkbox"/>	
Volunteer Field	Softball <input type="checkbox"/>	Pavilion <input type="checkbox"/>	
Date(s) of Requested Use: (Seasonal)			
Times of Requested Use:			
Reason for Request: <u>SPECIAL REQUESTS</u> <small>(Lighting etc must be submitted in written form)</small>			

****PLEASE BE ADVISED THAT NO REQUESTS WILL BE APPROVED UNTIL A PROGRAM SCHEDULE AND PROPER INSURANCE 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 prior to any use of facilities.

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

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 2026/2027 rules, regulations and the program waiver 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 of applicant here)

(print name of applicant here)

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 (April – June) must be at the February meeting
Summer Season (July – August) must be at the June meeting
Fall Season (September – November) must be at the August 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 rain dates can be pre-scheduled. These will be approved on an availability basis only. Rain dates will only be allowed if there is 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 or workshop 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 all teams. 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. All equipment must be removed or stored at the end of each season
7. There is NO alcohol use on the fields at any time.
8. Parking is permitted in designated areas ONLY. No parking on the fields. No parking in front of Fire Department bays or designated fire/ems parking spaces (at Community Center).
9. 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.
10. Park hours are “DAWN TO DUSK”, NO evening field use is permitted except for Veteran’s Memorial Park according to Ordinance 2021-08 Chapter 289-8.
11. **Fields are Not Maintained from November 1- March 31**
12. Equipment removal is the responsibility of the named user at the completion of each use and at the end of the final season.

Signature: _____

(sign name of applicant here)

(print name of applicant here)



**TOWNSHIP OF STILLWATER
SUSSEX COUNTY, NEW JERSEY**

ORDINANCE 2021-08

**ORDINANCE OF THE TOWNSHIP OF STILLWATER AMENDING CHAPTER 289
OF THE TOWNSHIP CODE, ENTITLED “PARKS AND RECREATION AREAS” TO INCLUDE A
NEW SECTION 289-8 ENTITLED “TEMPORARY LIGHTING”**

WHEREAS, the Township of Stillwater has adopted Chapter 289 of the Code of the Township of Stillwater entitled “Parks and Recreation Areas”; and

WHEREAS, the Township Committee desires to amend Chapter 289 in order to address requests for the use of temporary lights at the athletic fields located at Veterans Park.

NOW, THEREFORE, BE IT ORDAINED by the Stillwater Township Committee, Sussex County, New Jersey, that a new Section 289-8 is adopted as set forth herein:

SECTION 1. A new Section 289-8, “Temporary Lighting” is adopted as follows:

289-8 Temporary Lighting

Sports teams or organizations that have obtained approval from the Stillwater Township Recreation Commission to use an athletic field(s) at Veterans Park may also submit a written request to the Recreation Commission for approval for such team or organization to provide and use temporary lighting at Veteran’s Memorial Park. The request must include information regarding the number and type of lights, as well as the type of generator that it will use to power the lights. The Township of Stillwater will not supply electricity for the lights. If approved, such team and/or organization is responsible for supplying its own lighting equipment and generators to power such lights, and shall secure the lights and generators in order that they cannot be operated by anyone other than authorized team or organization personnel. The lights and generators shall be stored at such locations as directed by the Recreation Commission, and the team or organization is responsible for any damage or theft of the lights and generators, the Township of Stillwater assumes no responsibility for such items. The team or organization shall also provide proof of insurance for the lighting and generators as well as liability insurance in such amounts as determined by the Township Committee and its risk manager. Additionally, all lights and generators must be shut off no later than 8:30pm. The team or organization shall also sign such indemnification and hold harmless agreements as may be required by the Recreation Commission and the Township of Stillwater.

SECTION 2 - SEVERABILITY

If any provision of this Ordinance or the application of this Ordinance to any person or circumstances is held invalid, the remainder of this Ordinance shall not be affected and shall remain in full force and effect.

SECTION 3 - REPEALER

All ordinances or parts of ordinances or resolutions that are inconsistent or in opposition to the provisions of this Ordinance are hereby repealed in their entirety.

SECTION 4: EFFECTIVE DATE

This Ordinance shall take effect immediately upon adoption and publication in accordance with law.

ATTEST: Valerie Ingles
Town Clerk

Lisa Chamblings - Mayor
Lisa Chamblings, Mayor

Introduced: June 22, 2021
Adopted: July 20, 2021