

# HOLMDEL TOWNSHIP RECREATION

4 Crawfords Corner Rd  
Holmdel, NJ 07733  
Phone: 732-946-2820 ext. 1225 Fax 732-946-9774  
[recreation@holmdeltownship-nj.com](mailto:recreation@holmdeltownship-nj.com)

## FIELD USE PERMIT APPLICATION

Date: \_\_\_\_\_

Name of Applicant/Organization: \_\_\_\_\_

Park(s) Requested:      ACKERSON      ALLOCCO      CROSS FARM      LABBE      PHILLIPS

Field(s)#: \_\_\_\_\_ Other Location: \_\_\_\_\_

Purpose (Circle one): Softball      Baseball      Football      Soccer      Other: \_\_\_\_\_

Date(s) Requested:      FROM \_\_\_\_\_ TO \_\_\_\_\_

### Day(s) & Time(s) Requested:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time (2 hr slots)							
Game/Practice (circle one)	G/P	G/P	G/P	G/P	G/P	G/P	G/P

**NO REFUNDS FOR CANCELED OR RAINED OUT DATES**

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Any special requests? (please note there may be an additional charge for extra work or personnel needed):  
\_\_\_\_\_  
\_\_\_\_\_

1. This permit must be properly signed and filed at the Holmdel Township Recreation Office, 4 Crawfords Corner Road, Holmdel, N.J. 07733. **FIELD USE PERMIT IS NOT TRANSFERABLE**
2. Applicant shall be responsible for the behavior of all persons participating and/or attending this event(s) under this agreement.
3. Organizations shall obtain and produce certificate of liability insurance for at least 1 million dollars naming Holmdel Township as additional insured, absolving Holmdel Township, its employees and representatives of all liabilities relative to the use of the requested facility.
4. Please dispose of all garbage; recycling regulations are strictly enforced.
5. No alcoholic beverages permitted.
6. Park in designated areas only. **No vehicles permitted beyond parking lots at any field.** Violators will have permit revoked.
7. The Recreation Department reserves the right to cancel this permit for any date needed for a Township Recreation Event. Violation of the attached rules and regulations could cause permit to be reevaluated or revoked.
8. **Unauthorized field preparation is not permitted with prior approval by the Recreation Director.**

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

For office use only:

Insurance:      Yes/No      Hold Harmless:      Yes/No      Fee: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Director

## HOLMDEL TOWNSHIP RECREATION

# ATHLETIC FIELD PLAYABILITY GUIDELINES

We are committed to providing high quality, safe playing surfaces for our multi-use athletic facilities and with the help and consideration of all user groups we will protect the turf from excessive damage. If any of the following conditions occur, scheduled games and practices must be cancelled or postponed:

1. **Audible thunder or visible lightning** (play will not resume until 30 minutes after the last sight of lightning or sound of thunder).
2. **Visibility (darkness)**
3. **Standing water** on the playing field.
4. **Soil Saturation:**
  - a. Walking on the grass causes water rise to the surface around the foot.
  - b. Walking on the grass causes footprint indentations in the field
  - c. One inch or more of rain 48 hours prior to a scheduled game or practice accompanied by steady rain on game or practice day.
  - d. Steady downpour of rain on game or practice day, which could cause damage to grass or injury to participants.
5. **Extreme Drought** conditions where 50% of the playing surfaces has turned dormant.

**All coaches, referees and umpires are responsible for ensuring the safety** of field playing conditions at all times during scheduled play. Safety implies safety of the resource as well as the participants.

*It is important that every coach and user group understands these rules in order to ensure the safety of the team and maintain the quality of the fields.*

## Holmdel Parks Rules & Regulations

The following policies apply to Ackerson Park, Allocco Park, Cross Farm Park, Labbe Park, Phillips Park and Veterans Memorial Park:

1. All permit requests must be made a minimum of one week prior to the requested date(s) of use, in person or in writing to the Holmdel Township Office of Parks & Recreation.
2. All groups of *20 or more* are required to obtain a permit at the Holmdel Township Office of Parks & Recreation. (13-1.6)(1976 Code § 55B-6; Ord. No. 25.77)
3. The permit must be filled out completely, signed and filed in the Holmdel Township Office of Parks & Recreation. Person signing out the permit assumes all responsibility for the use of the park(s).
4. Group(s) must have an authorized permit and be on the master schedule.
5. Recycling regulations are strictly enforced. Failure to abide by recycling regulations may result in the revocation of permit.
6. If for any reason the Organization or Person no longer needs the park, they must notify the Holmdel Township Office of Parks & Recreation IN WRITING of any cancellation. **PERMITS ARE NON-TRANSFERABLE.**
7. *A Certificate of Insurance* is **REQUIRED** from every group or organization using the park. Holmdel Township must be named as additional insured. Renewal must be submitted as it becomes due. **NO ORGANIZATION/GROUP WILL BE ALLOWED TO USE THE PARK(S) UNTIL ALL PAPERWORK IS COMPLETED AND ON FILE.** Groups using the fields without the proper paperwork will not be allowed to use the park(s) in the future.
8. Use of property shall be limited to that listed on the Field Use Permit.
9. Property shall not be used for any purpose which is in conflict with the aims and objectives of the Township or the Holmdel Township Office of Parks and Recreation.
10. No vehicles permitted beyond parking lot at any parks. Violation will cause permit to be revoked and violator will be held responsible for any damages sustained.
11. **Cross-Farm Park - Soccer fields are to be used for scheduled games only.** If games deviate from the normal schedule, the Office of Parks & Recreation must be notified. Practices are permitted **only in designated practice areas.**
12. All games (including make-up games) must be scheduled through the Holmdel Township Office of Parks & Recreation.
13. **Inclement weather:** The Recreation Department will determine the playability of the fields during the week as of 3:00 PM. Weekend play may or may not be determined by the Recreation Department on Friday. If a determination has not been made or if weather conditions deteriorate after the Recreation Department has determined the fields are playable, then group leaders should use their best judgment as to if the field is playable in its current condition. Unauthorized field maintenance (to attempt to make the field playable) is prohibited. (See #14 below.)
14. ***If fields are unplayable due to inclement weather (which would cause an unsafe situation or damage to the fields) the program should be re-scheduled. If damage is done to the field and/or park, the permit will be revoked and the group will be held responsible. Please use sound judgment. Safety is our main concern.***
15. The Office of Parks and Recreation may cancel or reschedule permits at any time.
16. The Township may restrict or limit date/time available for fields due to Township events, maintenance of fields, etc.
17. Every organization/group shall sign such contracts and agreements as shall be required by the Office of Parks and Recreation and pay the specified rental charges and fees at the time of filing the permit.

18. **No changes or alterations will be made to the properties without the approval of the Recreation Director.** If changes are deemed necessary and approved (the Director will be in charge of authorizing the work), the charges for alterations will be added to the basic rental charges and be the responsibility of the applicant.
19. If a Parks & Recreation employee (including a D.P.W. employee) is needed for additional services beyond his regular hours, a charge will be added to the rental rate (may include work required for preparation or clean-up after rental).
20. The Recreation Director may require police protection at an event and, if required, the cost shall be paid by the organization.
21. Parking regulations are strictly enforced.
22. It is expressly understood and agreed that Persons or Organizations receiving approval to use the park(s), shall defend, indemnify, and hold harmless the Township of Holmdel, its' employees, agents, volunteers and officials from any and all lawsuits, costs, claims, expense, and judgments resulting from use of the park(s).
23. Park(s) shall be used for athletic and recreational purposes only.
24. All National, State Laws, local ordinances and rules of the Police and Fire Departments regarding public assemblies must be strictly complied with. The employees of the Office of Parks and Recreation or its' representatives shall, at all times, have access to all parts of the park(s). The Office of Parks and Recreation or its' representatives reserves the right to revoke any permits should action be deemed necessary or desirable and it is determined to be in the best interest of the Township and the public in general. If you do not abide by the laws, rules and ordinances, your permit may be cancelled, you may forfeit your fee, and you may be subject to legal action.
25. Consumption of alcohol (unless by special permit) and smoking are prohibited in all Township Parks.
26. The park(s) must be left in the condition it was found, reasonable wear and tear excluded. **PICK UP ALL TRASH!**
27. Adults must supervise groups consisting of minors (under 18 years of age) at all times. The permit will be issued to the supervising adult only.
28. Dogs must be leashed and curbed at all times in parks.
29. **Refunds and Cancellations** – a refund or alternative date shall be given only when the cancellation of a permit is the result of actions by the Holmdel Township Office of Parks & Recreation for reasons other than a violation of the policies. No Refunds are given for inclement weather. Every effort will be made to provide an alternate date, but there is no guarantee that it will be accommodated.
30. Under no circumstances should the irrigation system at Cross Farms Park be tampered with.
31. If applicable, rosters and team schedules should be provided to the Holmdel Township Office of Parks & Recreation.
32. **No Golf activity at any park.**
33. Any initial violation of these Policies may result in disciplinary action. (See "Disciplinary Policy for Unauthorized Field Use.")

### 3-2.1b OUTDOOR FACILITIES

These facilities include Cross Farm Park, Veterans Memorial Park, Phillips Park, Allocco Park, Ackerson Park, and Labbe Memorial Park.

Fee structure for user groups as defined above is as follows for Soccer/Baseball/Softball/Lacrosse Fields:

-Holmdel Children's Groups –	No Charge
-Holmdel Board of Education Youth Programs -	No Charge
-Principally Holmdel Children's Groups (50% or more residents) –	No Charge
-Non-Resident Children's Group (Less than 50% Holmdel residents)	\$15/hour/field
-Non-Resident Children's Group	\$30/hour/field
-Adult Resident (full sided soccer field)	\$75/game
-Adult Non-Resident (full sided soccer)	\$125/game
-Adult Resident (baseball/softball field)	\$35/game
-Adult Non-Resident (baseball/softball field)	\$70/game

### 3-2.1c Lighted Field (Phillips Park Lower Field):

-Holmdel Children's Groups (includes Board of Education groups)	\$50/two hours*
-Principally Holmdel Children's Group	\$50/two hours
-Non-Resident Youth Organization	\$100/two hours
-Resident Adult Organization	\$60/two hours
-Non-Resident Adult Organization	\$120/two hours
-Commercial Organization/Business	\$120/two hours \$50/additional hour

**\*Note: H.Y.A.A. pays for these fees with in-kind donations.**

**3-2.1d Special Events/Tournaments (Cross Farm Park/Phillips Park):**  
**Fee includes the cost of the fields plus the following:**

-Holmdel Children's Organization	\$15/two hours/field
-Principally Holmdel Children's Organization	\$15/two hours/field
-Non-Resident Children's Organization	\$30/two hours/field
-Resident Adult Organization	\$35/two hours/field
-Non-Resident Adult Organization	\$70/two hours/field
-Commercial Camps/Clinics	\$100/field/hour

**3-2.1e Estimated Number of People (total number in attendance)**

1-50	No additional charge
50-200	\$200/day
200-350	\$250/day
351-500	\$300/day
500-999	\$500/day
1000 +	\$900/day

**3-2.1f Concession Stand (in association with field rental)**

\$100/day

**3-2.1g Maintenance Detail (number of staff members assigned is at the discretion of the Town Administrator, Governing Body and Recreation Director).**

Minimum of 4 hours/per staff member    \$200/staff member

***For groups with over 200 or more in total attendance, a police officer may be required to direct traffic in and out of the park. This assignment is at the discretion of the Town Administrator, Governing Body and Recreation Director:***

\$72.30/hour - minimum of 4 hours