

**The Township of West Milford**  
**Department of Community Services and Recreation**  
**Field Permit Application**

Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

FIELD / BUILDING REQUESTED: \_\_\_\_\_

DAY \_\_\_\_\_ DATES: \_\_\_\_\_ TIME: \_\_\_\_\_ TO \_\_\_\_\_

DAY \_\_\_\_\_ DATES: \_\_\_\_\_ TIME: \_\_\_\_\_ TO \_\_\_\_\_

DAY \_\_\_\_\_ DATES: \_\_\_\_\_ TIME: \_\_\_\_\_ TO \_\_\_\_\_

Amount of people expected: \_\_\_\_\_ Age Group: \_\_\_ Students \_\_\_ Adults \_\_\_ Both

**\*For multiple facilities/dates requests please attach a list of requests.**

Please list any items that will be brought into the facility (canopies, tables, etc.): \_\_\_\_\_

\_\_\_\_\_

- 
- 
1. Proof of Insurance provided, naming the Township/BOE as additionally insured?  Yes  No
  2. All coaches have done the online background check, are approved, and are on file with the Department of Community Services and Recreation?   
Yes  No
  3. Will food be served?  Yes  No  
(If Yes, then the group must possess a proper permit/food handling training from the Health Department)

This permit is issued to the applicant listed above for the purpose of conducting the specified event/activity at the designated West Milford Township/Board of Education facility. In accepting this permit, the applicants (for itself, its members and invitees) accepts and assumes the risk of all conditions existing in the area covered by this permit and the approaches thereto and agrees to hold harmless the Township of West Milford and the West Milford Board of Education, and its employees from all risks, liability, injury, damage, and loss to all persons and property arising out of or resulting from any use of or presence within the areas covered by this permit; and also agrees to waive and relinquish all claims and causes of action of every kind; and agrees to indemnify West Milford Township and the West Milford Board of Education, or any of the agents, employees or otherwise. We further agree to reimburse the Township of West Milford and/or the West Milford Board of Education for any and all expenses, attorney fees or other costs incurred in the enforcement of this waiver and indemnification.

On behalf of this group, we understand all the procedures, policies and rules associated with this request and accept the legal and financial responsibilities involved in the use of the West Milford Township and/or the West Milford Board of Education facilities.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Community Services &  
Recreation Director

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## **The Red Flag System**

All organizations that sign this agreement are stating that they agree to follow the red flag system set in place by West Milford Township's Community Services and Recreation Department and the West Milford Board of Education. No group will be permitted to use the field if this field permit is not signed.

The CS&R department will make the determination as to when fields are closed due to inclement weather conditions. The information will be posted on a hotline number. **In the event of thunder and lightning the field is automatically closed, and will not be reopened until thirty minutes from the last flash of lightning or rumble of thunder.**

Fields that are closed for maintenance will have a "red flag" on them. Organizational leaders will receive an e-mail informing them of such closures. It is the responsibility of the organizations to notify all coaches of the closings.

Removal of signs, red flags, and/or ignoring the closure of the field will result in a coach's suspension from their organization. The organization will be required to identify the coach that they suspend to the township. Multiple violations of this policy will require a meeting between the Township, organization, and coach for further review and possible fees for damages. The organization will assist in the repairs or cost incurred by the township from the coach's misconduct.

## **Laws and Ordinances**

### **Chapter 135 (Fees and Costs) of the West Milford Administrative Code.**

#### **135-2. H.**

A nonrefundable maintenance fee of \$ 25.00 shall be charged for each group use permit that requires the opening, closing, and/or cleaning of a facility.

### **Chapter 256 (Parks, Recreation Areas and Open Space) of the West Milford Administrative Code.**

#### **256-2. Hours of operation**

Except otherwise posted, all open space and recreation areas shall open ½ hour before sunrise and shall close ½ hour after sunset. No person shall enter upon or remain within an open space and recreation area except during its hours of operation.

#### **256-5. Pollution and refuse.**

No person in an open space and recreation area shall:

B. Have brought in or shall dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse, or other trash. No such refuse or trash shall be placed in any waters in or contiguous to any open space and recreation area, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the open space and recreation area by the person responsible for its presence, and properly disposed of elsewhere.

#### **256-6. Alcoholic beverages.**

No person shall possess, use or consume any alcoholic beverage in an open space and recreation area except in accordance with the provisions of Ordinance No. 1979-26 of the Township of West Milford (Article I, Consumption in Public Places, of Chapter 63, Alcoholic Beverages, of the Code of the Township of West Milford), which regulates the possession and consumption of alcoholic beverages in public and semipublic places.

#### **256-7. Animals.**

No person shall allow a dog, cat or other animal to run at large within an open space and recreation area. All such animals shall be restrained at all times on adequate leashes not greater than six feet in length. Horses shall be allowed only on trails and other areas designated for horseback riding.

#### **256-15. Merchandising; advertising signs.**

B. Advertising. No person in an open space and recreation area shall announce, advertise or call public attention in any way to any article or service for sale or hire, or distribute circulars in connection therewith.

C. Signs. No person in an open space and recreation area shall paste, glue, tack, or otherwise post any sign, placard, advertisement or inscription.

#### **256-16. Disorderly conduct.**

No person in an open space and recreation area shall engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to cause a breach of the public peace. Noise shall be held to an acceptable level and shall comply with the provisions of Chapter 226, Noise, of the Code of the Township of West Milford.

#### **256-19. Enforcement.**

B. Ejectment. The Director and any park attendant shall have the authority to eject from an open space and recreation area any person acting in violation of this chapter.

### **Chapter 379 (Vehicles, Motor-Driven and Recreational) of the West Milford Administrative Code.**

#### **379-4. Motor vehicles.**

Motor vehicles shall be prohibited in all public or quasi-public recreation areas when not specifically permitted.