

LUMBERTON RECREATION COMMISSION
FACILITIES USE POLICY
2009

I. General

The Township of Lumberton recognizes that:

1. Municipal facilities are public property and, as such, should be made available for use.
2. The unprogrammed and unregulated use of municipal facilities can result in damage to those facilities and inconvenience for their users.
3. Certain costs are incurred in the use of a municipal field or facility, which should be shared by their users.

As such, the Lumberton Township Committee has appointed a Board of Recreation Commissioners ([chapter 65 of the Lumberton Codebook](#)) who shall have all of the powers, authority and duties provided for by N.J.S.A. 40:12-1 to N.J.S.A. 40:12-8.

The Board of Recreation Commissioners shall have the power to adopt rules, regulations and procedures as the Board deems necessary and proper. The Board of Recreation Commissioners shall have full control over all land, playgrounds and recreation places and may adopt suitable rules, regulations and bylaws for the use of recreation areas and the conduct of all persons while on or using the same.

Any person who shall violate any of such rules, regulations and/or bylaws shall be deemed and/or adjudged to be a disorderly person pursuant to the laws of this state and the ordinances of the Township of Lumberton.

II. Facilities Use Regulations (Chapter 213 of the Lumberton Codebook)

1. Park Hours and Activities. (Chapter 213-3)
 - a. The opening and closing hours for parks within the Township of Lumberton shall be as follows: from 6:00 a.m. to 9:00 p.m. Nothing herein contained shall preclude the Township Committee, from time to time, and based upon special events and/or special needs, from modifying the hours on an as-needed, per event basis by resolution duly adopted by the Township Committee.
2. General Prohibition (Chapter 213-4)
 - a. It shall be unlawful for any person, firm, corporation or any other entity to perform or permit to be performed, any of the following acts within any park, playground, field, open space, building or property of the Township of Lumberton:
 - b. Mark, deface, disfigure, injure, tamper with, or displace or remove any Township property.
 - c. Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream or other body of water in or adjacent to any park or open space area, or any tributary, stream, storm sewer, or drain flowing into such

waters; any substance, matter or thing, liquid or solid, likely to result in pollution of said water.

- d. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse or other trash in any park, playground, field, open space, or Township facility, or in any waters in or contiguous to any park, playground, field or open space area, or anywhere on the grounds thereof; but shall be placed in the proper receptacles where these are provided; and where receptacles are not so provided, all such rubbish or waste shall be carried away from the park or open space area by the person(s) responsible for its presence and properly disposed of elsewhere.
- e. Endanger the safety of any person by any conduct or act, including disturbing the peace or committing any assault, battery or fighting.
- f. Carry, possess or consume any alcoholic beverage (without a permit), narcotics or drugs in any park, playground, field, open space, building or property of the Township.
- g. Smoke in any Township building.
- h. Prevent any person from using any Township facilities, or interfere with such use in compliance with these regulations.
- i. Operate, drive or park any automobile or motorcycle in any park, playground, field, space area, or park or leave any such vehicle in any place other than the areas established for public parking. No motorized vehicles shall be permitted in any park, playground or open space area except in specific locations provided for said use, if any.
- j. Solicit funds for any purpose or sell, vend, peddle or offer for sale any commodity, article, or services within any park, playground, field, open space, building or property of the Township where such activity is purely for pecuniary profit, or solicit funds for any purpose, without prior written permission, or permit from the Township Committee or Recreation Commission, as appropriate.
- k. Paste, glue, tack or otherwise post or hang any sign, advertisement, or inscription whatsoever in any park, playground, field, open space area, building or property in any public lands, highways or roads adjacent to said area without prior approval by the Township of Lumberton. The provisions of this subsection shall not apply to any authorized official of the Township in pursuit of any official duty.
- l. Use or cause to be used any loudspeakers, public-address systems or amplifiers without first having obtained written permission from the Township.
- m. Hold, possess or use any firearm or weapon in or within three hundred yards of any park, playground, field, open space or Township building or property.
- n. Trap, capture or hunt, remove, injure or kill any animal or disturb its habitat, without approval from the appropriate official.

- o. Allow any dog (domestic animals) to roam unleashed in any park, playground, field or open space area or anywhere on the grounds thereof. Any and all fecal matter emitted from leashed dogs must be removed and carried away by the owner.
3. All unlighted outdoor activities must terminate by sunset. Activities at lighted facilities, designated for evening use, must terminate by 11:00p.m. No portable (temporary) lights are allowed, without approval from the Township Committee.
4. Open fires are prohibited. Use of any type of grill requires a permit from the Fire Prevention Bureau.
5. The use of tents greater in size than 12ft x 12ft requires a permit from the Fire Prevention Bureau. Portable E-Z up collapsible type day tents up to 10 x14 are permitted.

III. Violations and Penalties (Chapter 213-Section 7 of the Lumberton Codebook)

1. Individuals or organizations that require a facility use permit to use the recreational fields, and do so without the proper authorization, will be asked to leave by the police department, Township Official, Township employee or Recreation Commissioner. Violators are subject to the fines specified in Chapter 213-7, Violations and Penalties, of the Lumberton Codebook.

IV. Supervision

1. Applicant organizations granted use of recreational facilities are responsible for the proper supervision of all participants and spectators. Those participants under the age of 18 years are not to be left unattended at any time.
2. Applicant organizations granted use of facilities will be held liable and responsible for any personal injury or property damage resulting from the lack of supervision or poor supervision of participants and spectators.

V. Use of Recreation Fields and Facilities

1. General Use
 - a. The Recreation Commission is responsible for maintenance of all recreational fields and facilities. Dragging, lining, etc. is up to each individual organization reserving the facility. Any problems encountered with a field or facility must be reported to the Recreation Director.
 - b. Applications for the use of any recreational facility or field managed by the Recreation Commission can be denied at the discretion of the Recreation Commission. Fields are often rested and allowed to grow as a part of regular maintenance program, or periodic maintenance work is sometimes required. The Recreation Commission may prohibit play on a field due to poor weather conditions or poor field conditions.

- c. Organizations or groups failing to abide by the provisions of this policy will be asked to curtail their event(s) and may be denied further use of the Township recreational fields or facilities.
- d. Fields and facilities must be left clean and orderly. Upon completion of event, the applicant or organization is responsible for all trash and recyclable materials clean up including the areas utilized by visiting teams. All trash and recyclable materials must be placed in the appropriate containers provided by the Township. Lights must be turned off if applicable.
- e. Users of recreational facilities automatically assume responsibility and liability for all damages and loss to Township property that occurs while using said facilities.
- f. In the event of extenuating circumstances the Recreation Commission may, rescind or change the use of recreational facilities, without notice, regardless of prior approval for use.

2. Parking

- a. Parking is limited to designated parking areas.
- b. Except for emergency situations, no vehicles are permitted on any park, playground, field or open space.
- c. Violation of the parking policy will result in a fine by the Lumberton Police.

VI. Application Procedures and Deadlines

- 1. Applications for the use of municipal facilities are required for the reservation and use of any indoor or outdoor facility. Applications will only be accepted for a “per season” basis, not on a calendar year. Applicants will need to re-apply for subsequent seasons.
- 2. Applications only cover members of the organization seeking approval through a completed application and may not be extended to members of other groups.
- 3. Applications are not required for the unreserved use of parks and playgrounds. Open space areas and fields (listed in the fee table under bullet 4 of section VII) are considered reserved and subject to the procedures and deadlines outlined in this policy.
- 4. Applications for the use of any municipal athletic facilities can be obtained via email at recreation@lumbertontwp.com, on our website at <http://recreation.lumbertontwp.com/> or in person at:

Recreation Director
35 Municipal Drive
Lumberton NJ 08048

5. All multi-day athletic related applications must be submitted to the Recreation Department by using the request form by the deadline dates listed in Table 1-1, Application Schedule.
6. After the application deadline is reached, a meeting will be held to rank the applications based “Club Classification” outlined below in section VII. Where there are concurrent competing demands for the same space, the Recreation Commission will hold a lottery draw. After space is assigned all applications will be handled on a first-come first serve basis. It is the organizations responsibility to inquire about remaining facilities and time availability.

Table 6-1 Application Schedule

SEASON	APPLICATION WINDOW
Winter (December through February)	Sept 1- October 1
Spring/Summer (March through August)	January 1 -February
Fall (September through November)	June 1-July 1

7. A \$200.00 deposit (check or money order payable to Lumberton Township Recreation) is required with all applications. This deposit will be cashed and repaid after the final use of all fields if no damage was discovered after inspection by the Recreation Director. Users will be notified in writing by the Recreation Director if any such damage payment will be assessed.

Where fields are shared across multiple organizations and where damage has occurred with no single club deemed responsible for the damage, the cost to repair fields will be equally assessed to all organizations.

8. An application fee is required to be submitted with completed application. These are indicated in Section G: Schedule of fees.
9. Proof of Insurance is required with applications. Insurance requirements are listed in section VIII.
10. The official league roster that is registered with your state league program is required with all facility use applications. This roster must include the name, home address and phone number of all organization members. Your official roster will be used to determine your Club Classification (see Table 7-1, Club Classifications).
11. Completed applications should be returned to the Recreation Director at the above address. Applications should be submitted at least thirty days prior to the scheduled event. Applications are considered on a first-come-first serve basis. However, Lumberton Recreation events and organizations receive preference over all others. In the event of a conflict between two or more organization, a meeting will be setup for a lottery draw for locations and dates.
12. Once an application is approved, a facility use permit will be issued and mailed to the applicant. The executed facility use permit must be present with the user group’s representative at all scheduled activities.

13. Facility use permits for the Municipal game fields will not extend past the second week of November.
14. The Recreation Commission may need to periodically close fields for maintenance. A minimum of seven days notice will be provided to all organizations by the Recreation Commission before a field is closed. The Recreation Director will work with clubs impacted by field closures to find alternative space.

VII. Schedule of Fees

1. Seasonal Rates: All adult groups, organizations and/or leagues other than Lumberton Township Recreation programs will be required to pay a fee to use Lumberton recreational facilities. Lumberton Recreation programs are exempt from all fees. Use of the Lumberton facilities can be arranged for a “season” as defined under bullet 5 in section VI or by the hour. Access to fields and associated fees are determined by “Club Classification”. Club Classifications are outlined in the table below.
2. Classification”. Club Classifications are outlined in the table 7-1, Club Classification and Fees.
3. Hourly Rates: All adult groups, organizations and/or leagues other than Lumberton Recreation will be required to pay an hourly fee to use Lumberton facilities. All fees are listed in Table 7-2 and, in most cases, are subject to a two-hour minimum.

Table 7-1, Club Classifications and Fees

Club Classification	Club Demographics	Access to Municipal Game Fields	Fee (per participant per season)	Fee per hr
A - Lumberton Based Clubs	Entire club organization (not individual teams) is comprised 75% or greater Lumberton residents. (actual participants only – excludes coaches, parents, etc).	Yes	\$20	See table below
B - Non- Lumberton Based Non Competing Clubs Playing Under Lumberton Name	Entire club (actual participants only – excludes coaches, parents, etc) and not individual team is comprised of less than 75% Lumberton residents but does not compete in a sport or activity for which there is a Lumberton Based Program and this club plays under the “Lumberton” name.	Yes	\$20	See table below
C - Non- Lumberton Based Non Competing Clubs	Entire club (actual participants only – excludes coaches, parents, etc) and not individual team is comprised of less than 75% Lumberton residents but does not compete in a sport or activity for which there is a Lumberton Based Program.	Yes	\$20	See table below
D - Non Lumberton Based Competing Clubs Playing Under Lumberton Name	Entire club (actual participants only – excludes coaches, parents, etc) and not individual team is comprised of less than 75% Lumberton residents and competes in a sport or activity which has a Lumberton Based Program AND this club plays under the “Lumberton” name.	Yes	\$25	See table below
E - Non Lumberton Based Competing Clubs	Entire club (actual participants only – excludes coaches, parents, etc) and not individual team is comprised of less than 75% Lumberton residents and competes in a sport or activity which has a Lumberton Based Program.	No	\$30	See table below

Table 7-2, Hourly Rates

Lumberton Facility	Commercial Applicants	A	B	C	D	E
BFMP 11 vs 11 Field	\$100	\$25	\$25	\$25	\$30	\$50
BFMP 8 vs 8 Field	\$100	\$25	\$25	\$25	\$30	\$50
BFMP Softball Field	\$100	\$25	\$25	\$25	\$30	\$50
BFMP Baseball Field	\$100	\$25	\$25	\$25	\$30	\$50
BFMP Street Hockey Rink	\$100	\$25	\$25	\$25	\$30	\$50
BFMP Basketball Court	\$100	\$25	\$25	\$25	\$30	\$50
BFMP					\$30	
Village Green 11 vs 11 field	\$100	\$25	\$25	\$25	\$30	\$50
Village Green 8 vs 8 field	\$100	\$25	\$25	\$25	\$30	\$50
Country Village	\$100	\$25	\$25	\$25	\$30	\$50
Municipal Park Multipurpose Practice Fields 6 & 7	\$100	\$25	\$25	\$25	\$30	\$50
Municipal Park Game Fields 1,2,3,4 & 5	Access Not Allowed	\$25	\$25	\$25	\$30	Access Not Allowed
FLW Baseball Fields	No Fee - must still submit application					
LMS Baseball field	No Fee - must still submit application					

BFMP – Bryan Freeman Memorial Park
 FLW – F. L. Walther School
 LMS – Lumberton Middle School

4. The user is responsible to notify the Recreation Director at least four hours prior to their reserved time if an activity is to be cancelled so to have their fee refunded. Inclement weather that develops within four hours of the start time may be considered as an exception. Refunds will be given after the group, organization, or league has completed their use of Lumberton facilities. Approximate length of time for the refund will be one month after the last date of scheduled use.

5. All commercial applicants (defined as an activity not sponsored by the Township in which either a fee is charged and/or a business or service is offered to the participants), will be assessed fees in accordance with the schedule in Table 7-2 regardless of residency status.

6. Lighted Fields. All users requesting to play evening games at Municipal Park Field must indicate if they want lighting and must pay the following fee. PSE&G “demand” charges may be also be added, if applicable. Cost per Hour - \$50
7. No refunds will be issued due to cancellation(s) caused by acts of nature unless the Recreation Director is given sufficient notice of intent to cancel. All refunds will be subject to a \$10 administrative processing fee.
8. All applicable users will pay the following hourly fee:

Bryan Freeman Memorial Park

11 vs 11 Field	\$25
8 vs 8 Field	\$25
Softball Field	\$25
Baseball Field	\$25
Street Hockey Rink	\$25
Basketball Court	\$25

Village Green

11 vs 11 Field	\$25
8 vs 8 Field	\$25

Country Village

Soccer Field	\$25
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Municipal Park

Multipurpose Fields	\$25
Game Fields	\$50

VIII. Insurance

1. Formal organizations (i.e. athletic leagues, Scout Troops, Societies) that wish to use municipal facilities must maintain adequate insurance coverage and provide proof of coverage with their application. An original executed Certificate of Insurance is required at the time of the application.
2. Those users required to have insurance must present satisfactory evidence (original executed Certificate of Insurance) of insurance protection for participants, spectators, coaches and the public within the following terms and conditions. The applicant must maintain Commercial General Liability not less than \$1,000,000 per occurrence and aggregate. The policy will provide coverage for the user’s activity at the approved facilities and shall state such activities on the Certificate of Insurance. The Certificate shall name the Township of Lumberton as the Certificate Holder and as an Additional Insured for the full duration of the use of the facility.

IX. Indemnification and Waiver

1. Organizations who utilize the recreational facilities must sign a waiver in which they agree to waive and relinquish all claims, and causes of action, of every kind which they have or may have against the Township of Lumberton arising out of the use of the facility resulting in personal injury and/or property damage. The users must recognize and acknowledge that they assume all risks in connection with the use of the facility.
2. Users must indemnify the Township of Lumberton of any and all liability of loss, and against all claims or actions based upon or arising out of damage or injury (including both) to persons or property caused by or sustained in connection with the applicant's use of the facility, and, the defense of any such claims or action, whether the liability, loss or damage is caused by, or arise out of negligence of the Township of Lumberton, or any of the agents, employees or otherwise. The user must agree to reimburse the Township of Lumberton for any and all expenses, attorney's fees, or costs incurred in the enforcement of this waiver and indemnification.

X. Priorities of Use

1. Applications for the use of facilities will be scheduled on a first come first serve basis. When more than one complete application is received for the same facility and date(s), the following priority order will apply: - lottery draw may apply if needed.
 - a. Meetings or events directly sponsored by the Township for municipal purposes.
 - b. Activities sponsored by Lumberton Schools
 - c. Lumberton Based Clubs (Meeting the club classification of A in table 7-1)
 - d. Non- Lumberton Based Non Competing Clubs (Meeting the club classification of B in table 7-1)
 - e. Non- Lumberton Based Competing Clubs (Meeting the club classification of C in table 7-1)

XI. Township Recreation Facilities Available for Organized Public Use

Village Green Park

Open Space

Bryan Freeman Memorial Park

Hockey Rink, Baseball Field, Softball Field, Basketball Court, Soccer, Football

Municipal Park

Soccer Fields, Multi Purpose Fields, Football Field

FLW Fields

Baseball, Soccer, Football, Open Space

Country Village

Open Space

ATTACHMENTS

Attachment A

LUMBERTON TOWNSHIP RECREATION COMMISSION Facility Use Permit Application

(Please print or type)

Facility Requested: _____

Location: _____

Date(s) Needed: _____ to _____

Day of the Week Needed: _____

Times Needed: _____ to _____

Name of Applicant Group: _____

1. Name of Group Representative: _____
Relationship to Group: _____
Address: _____
Town: _____ State: _____ Zip: _____
Phone #: Day () _____ Evening () _____

2. Name of Alternate Group Representative: _____
Relationship to Group: _____
Address: _____
Town: _____ State: _____ Zip: _____
Phone #: Day () _____ Evening () _____

Purpose of Event/Activity: _____

1. Number of Participants _____ Spectators _____
2. Age Range of Participants _____
3. Number of Supervisors/Chaperones/Coaches: _____
4. Number or Percentage of participants that are Lumberton Residents: _____
5. Fees Charged to Participants: _____ per _____
6. Please list any items to be brought into the facility _____

Fee (Check or Money Order payable to Lumberton Township) (per participant fees listed under bullet 1 under section VII)

_____ Participants @ \$ _____ Total: \$ _____

No refunds will be issued due to cancellation(s) caused by an act of God to which the Recreation Director was not given sufficient advance notice of said cancellation(s).

Check Number _____ Date Returned _____

Not returned for the following reason(s): _____

Attachment B

LUMBERTON TOWNSHIP RECREATION COMMISSION Facility Use Insurance Requirements

ALL APPLICANTS MUST:

- _____ 1. Submit proof of one million dollar (\$1,000,000) general liability insurance with the Township of Lumberton as the named insured;
- _____ 2. Submit a roster listing all participants and their home addresses and phone numbers; and along with fee and
- _____ 3. Submit a \$200.00 deposit and agree to reimburse Lumberton Township if damages and/or clean-up costs exceed the amount deposited. Lumberton Township reserves the right to bill, sue, or take any measures necessary to Collect any sums for the additional clean up and/or damage to the property which exceed the amount deposited.

Name of Applicant Group: _____

Facility Requested: _____

This permit is issued to the applicant listed above for the purpose of conducting the specified event at the designated Lumberton Township 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 Lumberton 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 Lumberton Township for the defense of any such claims or action-whether the liability, loss, or damage is caused by, or arises out of the negligence of the Township of Lumberton or any of the agents, employees or otherwise. We further agree to reimburse the Township of Lumberton 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 procedures associated with this request and accept the legal and financial responsibilities involved in the use of Lumberton Township facilities.

Signature-Authorized Applicant Representative

Date

Signature-Authorized Applicant Alternate Representative

Date

This request for the above facility is approved, except for: _____

AUTHORIZED BY THE TOWNSHIP OF LUMBERTON:

Signature-Authorized Lumberton Township Representative

Date