

**SUPPLEMENTAL RULES AND REGULATIONS GOVERNING THE USE OF
ATHLETIC FIELDS, COURTS & RINKS WITHIN MONMOUTH COUNTY PARK AND
RECREATION AREAS AS ADOPTED BY THE BOARD OF RECREATION
COMMISSIONERS ON March 8, 2004, BY RESOLUTION #R-04-3-8=75**

PURPOSE

The Board of Recreation Commissioners recognizes a need to provide Athletic Fields, Courts & Rinks, hereafter referred to as Athletic Facilities, to meet regional game needs within various Monmouth County Park and Recreation Areas. Facilities provided by the Board of Recreation Commissioners shall be available to teams, leagues, clubs and schools as outlined in these rules and regulations. Only the Monmouth County Park System shall maintain the facilities so provided and any teams, leagues, clubs and schools using such designated facilities must adhere to all Park Rules and Regulations.

FACILITY AVAILABILITY AND USE

- 1. A limited number of established facilities are available for use in designated areas. Facilities are available for league play only and are available to amateur athletic and/or recreation groups for scheduled league games only. No unauthorized play or team practice will be allowed, except practice is allowed on court/rink facilities only. No request for a tournament that exceeds the maximum allowed number of rental times per day, per facility or exceeds the maximum established number/type of facility per area will be honored.**
- 2. Courts and Rinks are available from 9:00am to dusk from January 1st thru December 31st each year. Athletic fields are available from 9:00am to dusk from March 1st through December 15th each year. The Monmouth County Park System may restrict or limit date availability due to weather and/or maintenance conditions.**
- 3. Athletic fields are limited in use to five (5) rental times per day, per field. Only established athletic fields are available for rental and are limited in number/type per designated area.**
- 4. Facilities are available in 1½ hour time blocks, for youth teams and 2½ hour time blocks for high school/adult teams. Each facility must be immediately vacated at the completion of the permit time, as specified.**
- 5. The Park System shall provide all maintenance, goals, nets, bases, field markings, etc. No alterations to existing facilities shall be allowed.**

6. **Groups reserving facilities shall be responsible for the behavior and actions of all players, coaches and spectators. Groups reserving facilities shall be responsible for any and all damage resulting from the misuse of any Park System property. All groups must inspect facility and adjacent area for litter at the conclusion of their game time. Groups may be billed for clean-up due to excessive litter.**
7. **An initial violation of the Board of Recreation Commissioners regulations will result in the cancellation of the next scheduled game and loss of fees paid by the group committing the violation.**
8. **A second violation will result in the cancellation of the next two scheduled games and loss of any fees paid by the group committing the violation.**
9. **A third violation will result in the cancellation of all remaining scheduled games and loss of all fees paid by the group committing the violation plus suspension of reservation privileges for a one-year period from the date of violation.**
10. **Any time spent by the Park System remediating conditions caused by a teams' conduct, actions or misuse of facilities may be billed for time and materials to the scheduling team/league.**

FEES AND CHARGES

11. **Permit fees shall be per game, per facility, for all Monmouth County amateur athletic and/or recreation groups.**
12. **Permit fees shall be per game, per facility, for all non-Monmouth County amateur athletic and/or recreation groups.**
13. **Residency status shall be determined by registered address listed on the Certificate of Non-Profit Incorporation for the league, team, club or school.**

SCHEDULING PROCEDURES

14. **Facility requests may be made in person, by telephone or by mail. A Request for Athletic Facility must be completed seasonally and submitted with seasonal request. Additionally, a copy of the Certificate of Non-Profit Incorporation for the league, team, club or school must be on file with the Park System.**
15. **Requests for a season schedule of games must be made at least fifteen (15) days in advance of the first requested date. Approved season schedule requests will be invoiced and full payment is to be received within thirty (30) days of request or request will be considered void.**

16. Requests for an individual athletic field game or a practice/game on a court/rink must be made at least three (3) days in advance of the requested date and accompanied by the fee paid in full. Requests received without payment will not be considered.
17. Games cancelled due to inclement weather may be rescheduled by phone and are based upon facility availability.
18. Prior to facility use, all teams/individuals requesting facilities must provide a current certificate of comprehensive general liability insurance in the minimal amount of \$1,000,000/\$1,000,000. Said certificate must name the County of Monmouth as Additional Insured. Non-presentation of said certificate of insurance will void facility use.
19. All fee payments and any other related athletic facility correspondence must be sent to:
Athletic Facility Rentals
Monmouth County Park System
805 Newman Springs Road
Lincroft, NJ 07738
All payments are to be made payable to: Board of Recreation Commissioners.

RESERVATION SCHEDULE

20. Requests for court/rink facilities shall be accepted between December 1 thru December 15 for use starting January 1 and ending June 30 and June 1 thru June 15 for use starting July 1 and ending December 31. All requests will be reviewed and distributed fair and equitably. All other requests received after the initial request date will be considered on a first come, first served basis.
21. Requests for athletic fields shall be accepted between February 1 thru February 15 for use starting March 1 and ending June 30 and June 1 thru June 15 for use starting July 1 and ending December 31. All requests will be reviewed and distributed fair and equitably. All other requests received after the initial request date will be considered on a first come, first served basis.

REFUNDS AND CANCELLATIONS

22. The Park System must be notified a minimum of 48 hours in advance of any cancellation or change. Failure to notify the Park System a minimum of 48

hours in advance of any cancellation or change may result in forfeiture of any fees paid.

- 23. A refund or an alternative date shall be given when cancellation of a permit is the result of action by the Park System for reasons other than a violation of Park System Rules and Regulations.**
- 24. A refund shall be given in the event an alternative date cannot be scheduled and proper notification had been given to the Park System of cancellation or change of original request.**