

MANSFIELD TOWNSHIP
APPLICATION FOR USE OF RECREATION FACILITIES INSTRUCTIONS

Thank you for your interest in applying for the use of Mansfield Township recreation facilities. We take pride in our facilities, and hope you find them enjoyable for your activity. Attached you will find our Application for Use of Recreational Facilities, along with the rules and regulations pertaining to the use of our facilities, and a copy of Chapter 33B of the Mansfield Township Code for your review and acknowledgement. Please review these documents thoroughly.

For use of ANY facility, please submit the following:

- A completed Mansfield Township Application for Use of Recreational Facilities.
- A copy of your Liability Insurance Certificate. (See insurance requirements on page 2.)
- A complete roster of your team, including players names, age and address.
- Application fee, if applicable.

These documents must be completed in their entirety and submitted to the Recreation Coordinator **NO LATER** than the first of the month. Incomplete applications will not be considered. After the Recreation Committee reviews the application, it is submitted to the Township for approval. If approved, a permit will be issued.

THE FOLLOWING RULES AND REGULATIONS SHOULD BE READ CAREFULLY. By signing the permit application, you acknowledge receipt of and agree to adherence of the below for all Mansfield recreational facilities:

- Park hours are dawn to dusk.
- All facilities are under 24/7 video surveillance.
- No alcoholic beverages are permitted on Township property.
- The area must be left clean and orderly.
- Receptacles must be utilized for all trash.
- Recycling is required for all recyclable materials.
- No parking on the grass.
- Children must be supervised at all times.
- Pets must be on a leash and any waste needs to be cleaned and disposed of properly.
- No climbing on fences or batting cages.
- Excessive noise is not permitted.
- Ballfields must be raked/screened after each use.
- Compliance with the rules and regulations as stated in Chapter 33B of the code of Mansfield Township (attached).
- Offer for sale any article or refreshment, individually or by use of any stand, cart or vehicle, is strictly prohibited, except by permitted concessioners preauthorized by the Township.
- A permit does not include use of any recreation buildings, excluding public rest rooms. Activities are not permitted within 50' of the buildings.
- Mansfield Recreation activities have priority for scheduling. We will make every effort to accommodate your requested dates and times, but there is the possibility you may be rescheduled to a different time or location.

USAGE FEES

Mansfield Township Recreation teams do not pay usage fees.

Approved Northern Burlington recreation clubs and organizations which are considered an extension of our Township Recreation programs must remit a \$2,500.00 annual permit fee for field and indoor facility access upon application submission.

Any and all other clubs and organizations must remit an annual permit fee of \$500.00 per team for field usage only upon application submission. The Indoor Training Facility usage fee is \$50.00/hour and will be billed accordingly for actual time used.

Approved applicants must email field and indoor facility dates/times requested to facilityuse@mansfieldtwp.com. Please allow up to 48 hours for reply.

Any improper or negligent use of fields, facilities, and/or Township equipment will result in an immediate permit revocation.

If there is a safety concern at any field or facility, please notify the Township Recreation Coordinator immediately at communityengagement@mansfieldtwp.com.

FIELD LIGHT FEES

A field light fee is included in the annual usage fee for approved Northern Burlington recreation clubs and organizations considered an extension of our Township Recreation programs.

Any and all other clubs and organizations will be charged \$35.00 per hour increment for field light usage with a hard stop time of 10:00pm. Please schedule accordingly.

If you have any questions related to the permit process, please contact the Recreation office at 609-298-0542 x1027. Thank you.

INSURANCE REQUIREMENTS

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount of not less than **\$1,000,000 per occurrence**. All applicants must provide proof of insurance certification and liability insurance **upon submission** of this application. **Mansfield Township** must be named as **additional insured** on the policy. Failure by the Township to enforce the required certificate will not void the user's obligation to provide the insurance as aforesaid.

To purchase insurance, please refer to the MEL Gatherguard Program information below. Applicants must purchase their own coverage directly from the links below. GatherGuard will handle the reporting for the MEL.

Unique Link	Venue	Address	Additional Insured
https://app.gatherguard.com/?v=4990-041 Venue ID Code: 4990-041	Mansfield Twp. Parades/Block Parties	3135 Route 206 South	Mansfield Township
https://app.gatherguard.com/?v=4990-042 Venue ID Code: 4990-042	Georgetown Community Park	1 Arlington Avenue (Mapleton Development)	Mansfield Township
https://app.gatherguard.com/?v=4990-043 Venue ID Code: 4990-043	Hedding Park	Old York Ave & Hedding Rd.	Mansfield Township
https://app.gatherguard.com/?v=4990-044 Venue ID Code: 4990-044	Mansfield Community Park	24830 East Main Street	Mansfield Township
https://app.gatherguard.com/?v=4990-185 Venue ID Code: 4990-185	Country Walk Park	Please Use the Link or Venue Code Only.	Mansfield Township
https://app.gatherguard.com/?v=4990-045 Venue ID Code: 4990-045	Civic Club	3120 Route 206	Mansfield Township
https://app.gatherguard.com/?v=4990-046 Venue ID Code: 4990-046	Franklin Fire Company	3135 Route 206 South, Suite 4	Mansfield Township

INDOOR TRAINING FACILITY RULES AND REGULATIONS

1. No more than 100 people are permitted in the building at the same time. One batter at a time in a cage.
2. No one under the age of 5 years old is permitted to use the batting cages.
3. Batters MUST wear helmets at all times. No exceptions.
4. No practice swings outside of cages unless in designated areas.
5. Only approved coaches allowed inside (batting area).
6. No climbing or leaning on fence or netting at any time.
7. Close gates at all times after entering or exiting the cages.
8. No person may pull, hang onto or harm any of the netting in the batting cages and/or surrounding the training area.
9. No person may cause damage to the walls, insulation, machines, lights, or any other fixture of the Facility, other than that caused by generally permitted training activities.
10. No person may pull on or attempt to remove turf fibers from the artificial turf.
11. Any person causing damage to the Facility shall be held accountable to reimburse Mansfield Township, in full, for all repair and/or replacement expenses arising from such conduct prior to subsequent participation at the Facility.
12. Parents and other spectators are required to view activities behind the metal fence. The only people allowed in the training area are the coaches and players.
13. No pets allowed in facility.
14. Coaches/parents/participants are responsible for ensuring that all waste/garbage generated by them (including any minors accompanying them and any individuals/groups under their direction or control) is removed from the training area and placed in the appropriate receptacles prior to leaving the training area.
15. Coaches/parents are responsible for the behavior and conduct of all minors accompanying them to the Facility, whether, in the case of coaches, such responsibility relates to participants on their team or their own children (as the case may be) or, in the case of parents, to minors accompanying them to the Facility. Such vicarious responsibility includes insuring that all rules and regulations of Mansfield Township are respected and obeyed, and they assume responsibility for all damage which results from the improper actions of such minors.

16. Mansfield Township reserves the sole right to cancel or reschedule any scheduled event within a reasonable time frame.
17. Mansfield Township has no responsibility whatsoever for any personal belongings that are lost disappear or may be stolen from the Mansfield Township facility.
18. Mansfield Township reserves the right to assess and collect damages from any persons who violate any rules and/or regulations of the Facility or cause damage to any person or property. Parents and/or guardians are responsible for the conduct of minors.
19. Garage door in the back should remain CLOSED at all times. In the event that a Coach decides to open for air circulation, you must make sure the middle tunnel is moved far enough from the batter side wall to allow the garage door to open.
20. Middle tunnel should remain open at all times. If the netting needs to be pushed to the far end, the garage door must remain closed to allow the net to be secured.

Food and Drink

1. No food of any type may be brought into the training area.
2. No sunflower seeds or gum while inside the Facility.
3. Alcohol, cigarettes, and other tobacco products are prohibited on the property.
4. No drinks of any type may be brought into the training area other than water. All other drinks are prohibited due to potential damage caused to the artificial turf.

Footwear

Sneakers and turf shoes are the only footwear items allowed in the facility area. No metal or molded cleats are allowed. Each person violating this rule shall be responsible for all resultant damage.

Handling of Nets and Retraction

1. Opening: One Man - Standing about 15' away, pull the 3 cords attached to end of the cage. Tie off the cords on the fence to keep the net open.
2. Closing: One Man - Pull the 3 cords from inside the cage. When just about closed exit the cage and push the ends back.
3. There is a retaining cord on the wall to hold the net back. Complete by attaching the cord to the opposite side.
4. When 2 or more men are available, repeat as above from each side.

On occasion the trolleys may bind a bit. Use a mild jogging or jerking motion when opening and closing.

REMINDERS

1. Did you clean up (and have everything you came in with)?
2. Did you turn off the lights?
3. Did you turn off the heat and the exhaust fans?
4. Did you lock ALL doors?

LIMITATIONS OF LIABILITY

All persons using the Mansfield Township Indoor Training Facility hereby acknowledge and agree that any and all use of the Facility shall be at their sole risk.

CHANGES TO THESE RULES AND REGULATIONS

Mansfield Township reserves the right to amend these Rules and Regulations at any time and in any way that it, in its sole discretion, deems appropriate. Following any and all such change, each person and team shall be deemed to consent to any and all amendments to these Rules and Regulations by their or its continued use of the facility after such change has been made. Mansfield Township shall use its best efforts to post a current set of these Rules and Regulations on its website for review by persons and teams prior to use and shall have copies of the applicable Rules and Regulations available for review at the Facility prior to use.

**MANSFIELD TOWNSHIP
ANNUAL PERMIT APPLICATION FOR USE OF RECREATION FACILITIES**

Contact Person: _____ Email Address: _____

Organization: _____ Telephone: _____

Billing Address: _____

Insurance information: All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount of not less than \$1,000,000 per occurrence. All applicants must provide proof of liability insurance upon submission of this application. **A Certificate of Insurance must be attached naming Mansfield Township as additional insured.** Failure by the Township to enforce the required certificate will not void the user's obligation to provide the insurance as aforesaid. In addition, by making this application, the user agrees, that should this application be granted, the user will indemnify, hold harmless and defend the Township, against any and all demands, claims, damages, fees, costs and liabilities of any kind (including but not limited to attorney's fees) to the fullest extent permitted by law. All users agree to abide by the terms in the policy and regulation guides provided above.

Company: _____ Coverage Amount: _____

Policy Number: _____ Coverage Effective Dates: _____

Facilities requested. Please check all that apply.

Community Park	Georgetown Park	Civic Club	Hedding Park	Country Walk
<input type="checkbox"/> Softball Field <input type="checkbox"/> 50/70 Baseball Field <input type="checkbox"/> 60/90 Baseball Field <input type="checkbox"/> Town Hall Baseball Field <input type="checkbox"/> Basketball Courts <input type="checkbox"/> Soccer Fields <input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Baseball Field <i>(Lights additional fee.)</i> <input type="checkbox"/> Basketball Courts <input type="checkbox"/> Soccer Fields <input type="checkbox"/> Tennis Court	<input type="checkbox"/> Baseball Field <i>(Lights additional fee.)</i> <input type="checkbox"/> Soccer/Lacrosse Field <i>(Lights additional fee.)</i> <input type="checkbox"/> Indoor Training Facility	<input type="checkbox"/> Baseball Field <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Basketball Courts	<input type="checkbox"/> Baseball Field <input type="checkbox"/> Tennis Courts

Date(s) Requested*	Start Time (Include set-up)	End Time (Include breakdown)

Please attach additional pages if you need more space.

**Dates and availability of facilities are subject to change. We will accommodate as best as possible.*

Additional Setup Requirements:

Field lights (Additional fees may apply.) Yes No Will refreshments or goods be offered for sale? Yes No
 Scoreboard Yes No Estimated Attendance: _____

The undersigned hereby acknowledges receipt of the information provided with this application and agrees to adhere to all the rules and regulations which are listed in the application packet and Chapter 33B of the Municipal Code of Mansfield Township. Any violation of said rules and regulations may result in monetary fines and/or revocation of this permit or future permits.

Signature of Applicant _____ Date _____

Required attachments:

- Certificate of Liability Insurance naming Mansfield Township as additional insured.
- A complete roster of your team, including players names, age, and address.
- Application Fee, if applicable.

Office Use Only			
Facility Use Application form is complete:	Y or N	Application fee received (if applicable)	Y or N
Insurance attached and valid for time requested:	Y or N	Roster attached (if applicable)	Y or N
Field Usage Rate/Light Charge (if applicable):	\$ /hour		
Recreation Review:	Y or N	Date:	
Permit Number:		Expires:	

CHAPTER 33B OF THE CODE OF MANSFIELD TOWNSHIP

Chapter 33B. PARKS AND RECREATION AREAS

[HISTORY: Adopted by the Township Committee of the Township of Mansfield as indicated in article histories. Amendments noted where applicable.]

Article I. Use Regulations [Adopted 9-11-1996 by Ord. No. 1996-7]

§ 33B-1. Definitions.

As used in this article, the following terms shall have the meanings indicated:

FEED

To give, place, expose, deposit, distribute or scatter any edible material with the intention of feeding, attracting or enticing wildlife. Feeding does not include baiting in the legal taking of fish and/or game. [Added 4-26-2006 by Ord. No. 2006-15]

MOTORCYCLE, MINIBIKE or ALL-TERRAIN VEHICLE

Includes motorcycles, motor bikes, bicycles with motor attached and all motor-operated vehicles of the bicycle or tricycle type, and three- or four-wheel all-terrain vehicles, except for motorized bicycles defined below, regardless of whether the motive power be a part thereof or attached thereto and having a saddle or seat with driver sitting astride or upon it or a platform on which the driver stands.

MOTORIZED BICYCLE

A pedal bicycle having a helper motor characterized by and that either the maximum piston displacement is less than 50 cubic centimeters or said motor is rated at no more than 1.5 break horsepower and said bicycle is capable of a maximum speed of no more than 25 miles per hour on a flat surface.

PARK, PARK PROPERTY or RECREATION AREA

Any and all property in the Township of Mansfield designated by the Township Committee as available for recreational purposes, including but not limited to the Mansfield Community Park and such other parks as may be designated from time to time by the Township Committee.

PERSON

Any individual, corporation, company, partnership, firm, association, or political subdivision of this state subject to municipal jurisdiction. [Added 4-26-2006 by Ord. No. 2006-15]

RESIDENT

Any person actually living in Mansfield Township or owning a home therein.

RETENTION BASIN, DETENTION BASIN or STORMWATER MANAGEMENT AREA

Includes any and all areas and/or devices constructed for the purpose of limiting stormwater runoff following development to a controlled rate of flow in accordance with the Township's Land Use Development Regulations.

[1] WILDLIFE

All animals that are neither human nor domesticated. [Added 4-26-2006 by Ord. No. 2006-15]

§ 33B-2. Unlawful acts.

No person in any park, park area or recreation area, or retention or detention basin or stormwater management area, shall:

- A. Willfully mark, deface, disfigure, injure, tamper with or displace or remove any buildings, tables, benches, railings, paving or paving material, public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, or monuments or remove stake posts or other battery markers or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
- B. Dig or remove any soil, rock, sand, stones, trees, shrubs or plants or other wood or materials or make any excavation by tool, equipment, blasting or other means or agency.
- C. Construct or erect any building or structure of whatever kind, whether permanent or temporary, or run or string any public service utility into, upon or across such lands, except on special written permit issued hereunder.
- D. Damage, cut, carve, transplant, or remove any tree or plant or injure the bark, pick flowers or seeds of any tree or plant, dig in or otherwise disturb grass areas or in any other way injure the natural beauty or usefulness of any area.
- E. Hunt, molest, harm, frighten, kill, trap, pursue, chase, tease, shoot or throw missiles at any animal, wildlife, reptile or bird; nor shall any person remove or have in his or her possession the young of any wild animal or the eggs or nests or young of any reptile or bird. Exception to the following is made in that snakes, known to be deadly poisonous, or deadly reptiles may be killed on sight.
- F. Have brought in or shall dump in, 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 park or 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 provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.
- G. Drive any vehicle on any area except the paved park roads or parking areas or such areas as may, on occasion, be specifically designated as temporary areas by the Township Committee.
- H. Carry or possess firearms of any description or air rifles, spring guns, bows and arrows, slings or other forms of weapons potentially inimical to wildlife and dangerous to human safety or any instrument that can be loaded with and fire blank cartridges or any kind of trapping device. Shooting into park areas from beyond park boundaries is forbidden.
- I. Set up tents, shacks or other temporary shelter for the purpose of overnight camping; nor shall any person leave in any park or recreation area after closing hours any movable structure or special vehicle to be used or which could be used for such purpose, such as a house trailer, camp trailer, camp wagon or the like, except in those areas designated by the Township Committee for those purposes.

- J. Bring alcoholic beverages or drink alcoholic beverages at any time in any park or recreation area. [Amended 8-27-2008 by Ord. No. 2008-24]
- K. Have in his possession or set or otherwise cause to explode or discharge or bum any firecrackers, torpedo rockets or other firecrackers or explosives of flammable material or discharge them or throw them into any such areas from lands or highways adjacent thereto. This prohibition shall include any substance, compound, mixture or article that, in conjunction with any other substance or compound, will be dangerous for any of the foregoing reasons. At the discretion of the Township Committee, a permit may be given for conducting properly supervised fireworks in a designated park or recreation area.
- L. Sleep or protractedly lounge on the seats or benches or other areas or engage in loud, boisterous, threatening, abusive, insulting or indecent language or engage in any disorderly conduct or behavior tending to breach the public peace.
- M. Disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.
- N. Expose or offer for sale any article or thing, individually or by use of any stand, cart or vehicle, except by any regularly licensed concessioner acting by and under authority of the rules and regulations promulgated hereafter adopted; or by an authorized permit for such activity recommended by the Recreation Committee and approved by the Township Committee. The permit shall specify the area of use and the named applicant for each event. [Amended 10-28-2015 by Ord. No. 2015-12]
- O. Use or operate any motorcycle, minibike, motorized all-terrain vehicle or similar apparatus, excepting municipally owned/registered/insured motor vehicles including all-terrain vehicles, golf carts and the like, previously approved by the Township Committee to be used in connection with the maintenance and upkeep of the municipal parks and the recreation fields located therein. Said motor vehicles, all-terrain vehicles, golf carts and the like shall only be operated by municipal employees or individuals previously approved by the Township Committee. Any individuals operating any motor vehicle, all-terrain vehicle, golf cart or the like in connection with the maintenance and upkeep of the recreational facilities located in a municipal park must complete a safety class covering the operation of said vehicle designated by the Township Committee. [Amended 10-28-2015 by Ord. No. 2015-12]
- P. Play baseball, football, soccer or rugby or engage in any other sports or participate in any other recreational activities in, around or about any detention pond or retention basis, detention pond or detention basin or any other facility constructed for the purpose of storm water management within the Township of Mansfield.
- Q. Allow, suffer or cause any dog or other domestic animal to soil, defile, defecate on or commit any nuisance on any sidewalk, passageway, bypath, play area, park or any other place within the park areas of the Township; and in the event that any dog shall, through inadvertence or otherwise, soil, defile, defecate or commit any nuisance upon said property, the person owning, harboring, keeping or in charge of such dog shall immediately remove all feces deposited by such dog in a sanitary manner by shovel, container, disposal bag, etc., or any other method approved by the Township's Board of Health, and said feces and droppings shall be removed immediately by said person from the aforesaid designated areas and disposed of by said person in a sanitary manner. [Added 5-28-1997 by Ord. No. 1997-8]
- R. Feed, in any public park or on any other property owned or operated by Mansfield Township, any wildlife, excluding confined wildlife (for example, wildlife confined in zoos, parks or rehabilitation centers, or unconfined wildlife at environmental education centers). [Added 4-26-2006 by Ord. No. 2006-15]
- S. Drive, hit, or throw golf balls in any parks or recreational areas throughout the Township of Mansfield, County of Burlington, State of New Jersey. [Added 3-14-2013 by Ord. No. 2013-2]

§ 33B-4. Hours of operation; exceptions.

Except for unusual and unforeseen emergencies, parks and recreation areas shall be open to the public every day of the year, during the hours from dawn to dusk or as otherwise designated by the Township Committee. In the event that the hours to be designated are other than from dawn to dusk, the opening and closing hours for each individual park or recreation area shall be posted thereon for public information and shall be determined from time to time by resolution of the Township Committee. Any section or part of any park or recreation area may be declared closed to the public by the mayor in the event of an emergency, or by the Township Committee by resolution at any time and for any interval of time, either temporary or at regular and stated intervals and either entirely or merely to certain uses, as shall be reasonably necessary. No person shall be permitted in the park, park areas or recreation areas except when same are open as provided above.

§ 33B-5. Enforcement.

- A. The members of the Township Committee, the Township Engineer or his representatives, the Township Police, the Zoning Officer, the Construction Official and Building Inspector shall, in connection with their duties imposed by law, have the authority to eject from the parks, recreation areas, detention basins or retention basins, or other municipally owned lands, any person or persons acting in violation of this article and shall have the authority to seize and confiscate any property, thing or device used or employed in violation of the terms of this article.
- B. Ordinance No. 2006-15[1] shall be enforced by the Mansfield Township Police Department.
- C. Any person found to be in violation of Ordinance No. 2006-15[2] shall be ordered to cease the feeding immediately.

§ 33B-6. Violations and penalties.

Any persons violating any of the provisions of this article, or any rule or regulation promulgated pursuant to this article, shall, upon conviction, be subject to a fine not exceeding \$1,000 or to a jail term in the county jail not exceeding 90 days or to a period of community service not exceeding 90 days, or any combination thereof.

§ 33B-7. Severability. [Added 4-26-2006 by Ord. No. 2006-15; amended 10-28-2015 by Ord. No. 2015-12]

Should any portion of this article be declared invalid or unenforceable by a court of competent jurisdiction, the remaining portions shall remain valid and of full force and effect.

§ 33B-8. Effective date. [Added 4-26-2006 by Ord. No. 2006-15; amended 10-28-2015 by Ord. No. 2015-12]

This article shall become effective upon adoption, approval by the Commissioner of the Transportation, and publication in accordance with law.