

Policy # 11: Field and Park Usage

Purpose: To establish guidelines for the use of Bound Brook municipal fields and parks under the control of the Bound Brook Recreation Commission.

Scope: This policy covers all Bound Brook Recreation Commission controlled municipal fields and parks.

Requirements / Instructions:

1. Applications for a permit for the use of municipal fields and parks under the control of the Bound Brook Recreation Commission are required for all structured organizations wishing to use our fields and parks. This would include but not limited to ball games and practices, other sports activities, games, picnics and contests. Any non-structured organization wishing to use these facilities are required to complete the application for activities consisting of more than 20 people including participants, spectators and attendees. Any associated fees will also need to be paid. Those wishing to use the park for groups of less than 20 people, a permit is not required, but is recommended to secure the day/time requested.
2. There will be a permit-processing fee. Currently the fee is \$25. Applicants for a permit must complete a Facility Use Form (attached as Appendix D) at least 2 weeks prior to an event. Applications submitted shorter than 2 weeks prior will be accommodated if possible. Permit applications by seasonal leagues for the Spring and Summer seasons must be submitted prior to January 15, and those for the Fall and Winter seasons must be submitted prior to June 15.
3. If Facility Use Form is correctly completed and the facility is available for the requested date(s) and time slot(s), scheduling will be confirmed with applicant. Decisions on seasonal league applications shall be made by February 15 for Spring and Summer seasons and July 15 for Fall and Winter seasons. Applicant will be informed to pick up an executed Facility Use Permit, at which time applicant shall provide signed waiver, proof of required insurance for structured organizations, and payment as defined in Appendix E of this document.
4. Non seasonal permits will be issued on a first come, first served basis after the seasonal applicants have been satisfied. Seasonal league applicants may request a permit for the following time slots (or blocks): 9AM-12 PM; 12PM-3PM; and 3PM-6PM and 6PM-9PM for fields at Tea Street. Seasonal league applicants who received a permit in the prior year, and who are in good standing, i.e., have complied with all rules and regulations relating to

field/facility use, will be given preference for scheduling, except that an applicant shall not request a permit, and a permit shall not be issued to an applicant for all time slots in one day. If no other Seasonal Applications are submitted for a given day, then the applicant can be issued all times slots in one day. The availability of fields on certain days are subject to change due to the Priority of Usage listed in Requirement 12 of this policy.

5. Assignment of fields, changing of previously assigned fields and closing of fields for any purpose deemed in the Borough's best interest is at the sole discretion of the Recreation Director or his/her designee in consultation with the Department of Public Works. Cancellation of games and/or practices is within the sole discretion of the Recreation Director or his/her designated representative. Whenever practical, reasonable notice will be provided.
6. In addition to the permit processing fee, the following use fees shall apply:
 - a. \$75 per 3-hour block for each of the fields at Tea Street, Billian Park, Codrington Park, and Rock.
 - b. Use of lights at Tea Street will be \$45 per block, in addition to use fee.
 - c. \$15 per hour for Park usage for groups over 20 participants.
7. Use of the Tea Street lights must be included as Special equipment requests on the Permit application. The key must be picked up at the Bound Brook Police Department on the day of the game only, and must be returned to the Police Department on the same day, immediately following the game. The permittee assumes all responsibilities for the safe keeping of the key, and the proper use of the field and lights. Lighting is to be used for scheduled games only. Lights must be turned off by 10:30 PM (Sunday thru Thursday) and by 11:00 PM (Friday and Saturday), during the school year, while school is in session. When school is closed for summer vacation, lights must be turned off by 11:00 PM every night. There are no exceptions to this rule. This key is not to be duplicated.
8. The key for the restrooms at the Tea Street softball field can be picked up at the Bound Brook Police Department on the day of the game only, and must be returned to the Police Department on the same day, immediately following the game. The permittee assumes all responsibilities for the safe keeping of the key, and the proper use of the field and restrooms. There are no exceptions to this rule. This key is not to be duplicated.
9. **No rain dates are given for field/park usage and no refunds for weather-related cancellations unless preapproved by the Recreation Director.**

10. Recreation Department sports equipment cannot be borrowed for use at non-Recreation Department sponsored activities or functions.
11. Prior to using the field/park for which a permit is held, permittee must immediately report any visible signs of damage or other problems with the field/park to the Recreation Director. If not reported prior to use, permittee will be responsible for any damages to the field/park.
12. Priority order for usage of the municipal fields under control of the Recreation Commission are as follows:
 - a. Bound Brook Schools
 - b. Bound Brook Recreation
 - c. Little League regular and post season games (April – September)
 - d. Bound Brook non-profits
 - e. All other applicants
13. Permits are non-transferable. Violation will result in loss of current and future permits.
14. Permittees granted use of a municipal park or field are responsible for the proper supervision of all attendees, participants and spectators.
15. Permittees granted use of a municipal park or field will be held responsible for any personal injury or property damage. The organization is responsible to leave the facility in the condition in which it was found.
16. Proper use of a municipal park or field is of the utmost importance. Organizations or groups failing to abide by the provisions of this policy may have their permits suspended or revoked and may be denied further use of municipal facilities.
17. All persons, including permittees, using the municipal parks and fields shall comply with the following rules and regulations regarding use of municipal fields and parks:
 - a. No person shall mark, deface, disfigure, injure, tamper with or displace or remove any Borough property from any municipal field or park.
 - b. No person shall throw, discharge or otherwise place or cause to be placed any substance, matter or thing likely to result in pollution, in any water fountain or bodies of water in or adjacent to any park or field, or within any storm sewer or drain flowing into such body of water.
 - c. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash anywhere on the grounds of any

municipal park or field, but shall place such items in the proper receptacles where provided; and where receptacles are not so provided, all such items shall be carried away from the park or field and properly disposed of elsewhere.

- d. No person shall endanger the safety of any person by any conduct or act, including disturbing the peace or fighting.
- e. No person shall carry, possess or consume any alcoholic beverage (unless specifically permitted by the Borough), illegal narcotics or drugs in any park or field.
- f. No person shall interfere with the lawful use, in compliance with these regulations, of any municipal park or field by any other person or group.
- g. No person shall operate, drive or park any automobile or motorcycle or other motorized vehicle, except on a street, driveway or parking lot, or park or leave any vehicle in any place other than the areas designated for public parking.
- h. No person shall paste, glue, tack or otherwise post or hang any sign, placard, advertisement or inscription whatsoever in any park or field. This provision shall not apply to any authorized official of the Borough in pursuit of official duty, or other persons having prior written permission from the Recreation Commission.
- i. No person shall use or cause to be used any loudspeakers, public address systems or amplifiers without first having obtained written permission from the Recreation Commission or Borough, as appropriate.
- j. No person shall molest, trap, capture or hunt, remove, injure or kill any animal, fish or other wildlife or disturb its habitat within any park or field (unless otherwise permitted).
- k. No person shall allow any pet to roam unleashed in any park or field, except where designated. All such pets must be kept on a leash not exceeding six (6) feet in length. It shall be the responsibility of the owner to remove any animal droppings.
- l. Permittees shall comply with the foregoing rules and regulations, in addition to permit-specific requirements and policies.