

City of Millville
Department of Parks and Public Property

Parks and Athletic Complexes
Use of Facilities Rules and Regulations



PO Box 609

Millville, New Jersey 08332

856-825-7000 x 7394

www.millvillenj.gov

Parks and Public Property

Objectives

The objectives of the Parks and Athletic Complexes Facilities Use Policy shall be to:

- Provide an adequate number of facilities to support City recreation and sponsored organization programs.
- Protect Millville facilities for safety of users and to minimize wear, prevent overuse and reduce maintenance costs.
- Provide reasonable access to use of facilities for residents.

Purpose

The purpose of this document is to establish policies and procedures that govern the allocation and permitted organized use of Millville facilities, with the overall goal of fair and equitable distribution among all eligible users and to ensure optimal maintenance of facilities owned and operated by the City of Millville. The policy will outline who is eligible to receive permitted use of Millville facilities and identifies the process used to allocate and schedule their usage. Factors to be considered in determining permission for use, as well as permission for type of use are: current capital improvements or rehabilitation, regular maintenance, extent of wear and tear to be caused by use, priority of use by group, coordination of uses, efficient scheduling, location and availability of facility.

Policy Review

The Parks and Public Property Director and Manager shall review this policy, all approvals/permits issued under this policy, and feedback from user groups, residents, and staff in December of each year.

Authority

Parks and Public Property is responsible for guiding the administrative policy of public parks and facilities as well as steering future development of facilities to serve the residents of Millville. Parks and Public Property is granted authority via City Code to set rules and regulations for use of parks per City ordinance number 12-2023.

Procedures

The Parks and Public Property Manager reviews and approves all facility use requests for the City. The Parks and Public Property Manager then works with its sponsored youth organizations and permitted groups to schedule the use of all fields and facilities.

1. Any organized activity must have an authorized permit for use of City facilities.
2. Requests for use of City facilities must be made in writing using the Facility Use Agreement form. Facility Use Agreement forms can be obtained at the Parks and Public Property Department Office, 1500 S. 2nd Street, Millville, New Jersey 08332 or online at, www.millvillenj.gov/128/Parks-Public-Property
3. All applications must be signed by the applicant. If the applicant is a sports organization or a business, the application shall be signed by an officer of the organization/business indicating his/her title or position within the organization. Applications will be accepted in-person, by mail, and by email.

Complete the Facility Use Agreement form and return to:

Millville Parks and Recreation Department

1500 S. 2nd Street

Millville, New Jersey 08332

or email to: Samantha.Cruz@millvillenj.gov.

4. Telephone reservations will not be accepted, however, applicants may call 856-825-7000 x7394 to check facility availability prior to submitting an application. All facility use applications are due to the office no later than 7 business days prior to date of use requested. The application must be accompanied by the following documents before it will be reviewed:

- a) Proof of 501 (c) (3) qualification (non-profit) status: A designated organization must submit a copy of the Internal Revenue Service or State of New Jersey ruling letter designating the organization as an exempt entity.
- b) List of Board of Directors of the organization, including names, addresses, phone numbers and capacity which they serve.
- c) Name and phone number of a contact person who maintains all registration information for the organization.

5. All applicants, if approved and permitted, must ensure compliance to our rules and regulations throughout the entire use of the requested period. Each organization may have only one (1) contact person for the purpose of scheduling or cancelling facility use.

6. Upon receipt of the facility use application, the Parks and Public Property Manager will review the information provided and notify each organization as to whether availability exists.
7. An original Certificate of Liability Insurance in the amount of \$1,000,000 General Liability insurance coverage naming The City of Millville as additional insured. A Hold Harmless Agreement is also required for a permit to be issued.
8. No events may begin before 8:00am or end past dusk, with the exception of lighted fields that may be scheduled up to 11:00pm or as directed by ordinance. The time stated on your application should be the actual time you wish to gain entry to the facility and the time you anticipate being cleaned up and out of the facility.
9. The Parks and Public Property Department will issue a valid permit to each permitted organization. These permits are non-transferable and may not be passed on to other user groups.
10. Payments must be submitted before the permit will be issued. Organization can submit payment on our City website or submit a check/money order payable to the City of Millville.

Priority of Use by Category

Permits for facility use are issued in priority order by category in which the organization or event is placed. Category I user/event has priority over all over categories user/event, etc. Permits must be available for review at time of facility use. Millville Parks and Public Property will make every reasonable effort to treat all organizations, teams, and individuals using city facilities in a fair and equitable manner. All applicants must comply with Federal and State anti-discrimination laws. Permits for facility use are issued by priority as listed below and according to policies contained herein.

Category I Permit/Use

City of Millville Programs & Events

Any City of Millville sanctioned program and/or special event.

Category II Permit/Use

Recognized & Sponsored Millville Youth Sports Organizations

- Millville American Little League
- Millville Babe Ruth
- Millville Girls' Softball League
- Millville Midget Football League
- Millville Soccer Association

Category III Permit/Use

Millville School District

Programs, events, and/or activities officially sanctioned, coordinated, and sponsored by the Millville School District.

Category IV Permit/Use

Non-Profit Organizations/Church Groups

Non-profit organizations, entities, individuals, or groups for the purpose of providing recreational services. Must show proof of non-profit status.

Category V Permit/Use

Single Day Permit/Use

Organizations, entities, individuals, or group holding a private event that is closed to the public. Examples include: weddings, birthday parties, memorials, etc.

Category VI Permit/Use

Commercial or Not Registered as a Non-Profit

Organizations, entities, individuals, or groups for the purpose of providing recreational services that are operated as a for-profit commercial enterprise or are not registered as a non-profit.

- To qualify as a Non-Profit organization in Category IV or V above, the organization must be registered as a not-for-profit corporation with the State of New Jersey. Non-Profit Organizations are those organizations that have evidence of Federal 501 c filing and state non-profit status.
- Priority is given within a particular sport's designated "season." In-season sports have equal status to each other; out of season sports have equal status to each other.

Facility Scheduling Process & Calendar

The first step to securing a facility is to complete a Facility Use Application form. The allocation facilities will be determined by the Parks & Public Property Manager according to the priority of use established in the section above and provided the criteria listed is met.

1. The Parks and Public Property Department may schedule facilities at any time for City sponsored programs, events and activities.
2. All youth sports will take priority over any adult league.
3. A calendar will be provided to each user as needed.

Permits

Facility Use Permits should be carried by the permittee at all times, during scheduled use of the facility and must be presented upon request. These permits are non-transferable and may not be passed on to other user groups. All facility users must adhere to their designated activity, times, locations and dates of assigned use. Authorized permits will only be distributed after all required documentation has been submitted.

Field Closure for Maintenance

To maintain the quality of City athletic fields and to allow for appropriate rest and repair or turf areas, mandatory field closure periods will be identified by City staff, either by site or by field.

The closed site or field will be identified by posted signs/and or fencing and the organization's contact person will be notified.

Inclement Weather Policy

Athletic fields may be closed due to inclement weather or saturated conditions. If a field is to be determined closed or deemed unplayable by City staff on weekdays, notice will be sent to the appropriate league/organization contact person via email by 2:00 pm on that day. It is the responsibility of the organization's contact person to notify any and all coaches of the field closure. After business hours and weekends, each organization is required to cancel its permitted activity if injury may result to participants or if damage to the playing surface or facility may occur. Users must notify the Manager of Parks and Public Property, or designee, if they have closed the field, so other users questioning whether to close their fields can be so advised. Our standard that we will hold organizations to is as follows: *If there is any doubt whether the field is playable, the field should be closed and all activities cancelled.*

Consequences for not adhering to the Inclement Weather Policy will result in the consequences for offenses stated in the penalties section.

Field use is prohibited in the following circumstances:

- It is closed for renovation or repair
- Water is standing on the field
- Soil is frozen
- The soil is wet and "spongy"
- Grass can be dislodged from the field easily
- Steady rain is falling
- A lightning/electrical storm is occurring
- The field is deemed unplayable by Parks and Public Property staff.

Facility Use Rules & Regulations

All users must adhere to the rules and regulations as per all City Ordinances related to use of parks.

Conduct Rules

A. All managers, coaches, or persons in charge of a group using the facility will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. Group users must inform their participants of the conduct rules under this policy. Users must clean up after themselves (i.e., water bottles, wrappers, etc.)

B. Warm-ups for the next scheduled event must be performed so as not to interfere with existing event and so as not to endanger the welfare of all participants, spectators and facilities.

C. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent and abusive language is prohibited.

D. Smoking is prohibited at all facilities.

E. All trash must be placed in proper receptacles. Users are expected to leave the facility in the same or better condition in which it was found.

F. No facility user may significantly or permanently alter or make any changes to a City facility. Users are allowed to perform basic field preparation such as raking a batter's box prior to a game.

G. Large sound equipment, stages, tractor trailer, animals or any other extraordinary use must be approved by the Parks and Public Property Manager.

H. Bathrooms should be left in clean conditions, secured and the organization is responsible for providing bathroom supplies.

I. The organization shall inspect the facility prior to use and report any defective, hazardous or dangerous conditions found to the Parks and Public Property Manager and immediately cease the use of the facility until issues are remedied.

Penalties

Consequences for not adhering to the rules and regulations set forth in this policy will result in the following:

- 1st Offense Written warning to the league representative.
- 2nd Offense Suspension of facility use by the offender. A fine of \$500 will be imposed and must be paid to Parks and Public Property or any future permitted use would be cancelled.
- 3rd Offense Hearing before the Parks and Public Property Commissioner, City Administrator and Parks and Public Property Manager with a potential loss of the field use permit for the organization.

Cancellation/Refund Policy

Cancellations must be made within 72 hours of facility use to receive a refund from the City.

For cancellations made less than 72 hours of facility use no refund will be given.

The person who signed the facility use agreement must submit all requests for cancellation in writing.

Fee Schedule

Parks and Athletic Complexes

Category I, II & III are permitted for use at no charge.

Category IV & V

Field/Facility Use - Single Day Non-Recurring	\$25
Field/Facility Use w/Lights - Single Day Non-Recurring	\$50
Field/Facility Use - All Year	\$125
Field/Facility Use w/Lights – All Year	\$250

Category VI

Field/Facility Use – Single Day Non-Recurring	\$50
Field/Facility Use w/Lights - Single Day Non-Recurring	\$100
Field/Facility Use – All Year	\$250
Field/Facility Use w/Lights – All Year	\$500