

GREEN TOWNSHIP FACILITY USE PACKAGE

The purpose of this package is to give individuals and organizations the ability and opportunity to use many of the facilities owned by Green Township.

General Code Chapter IX – Public Property, Parks and Recreation Areas – sets forth the rules and regulations that govern use of Green’s facilities and Chapter VIII – Fees sets forth the fees for use of the facilities. Both are attached here for your review and certification of review.

Application process:

A one page application must be completely filled in, signed, and submitted to the Recreation Committee Secretary, with **all** support documentation as required, at least 30 in advance and no more than 45 days prior to the desired use date. Note that submission of an application does not constitute approval.

The application and support documents will be reviewed for completeness. At such time as an application is considered complete it will be identified as ready for approval and sent to the approving authority. The approving authority is dependent on the type of application and will be determined on a case by case basis.

Approval is conditioned upon receipt of any applicable fees and all required documentation. The applicant will be notified of conditional approval and upon receipt of any required fees and/or outstanding documentation the applicant will be given a copy of the approved application which shall be available for public inspection at the event.

An Application will be considered complete when:

For all applicants:

- ALL items have been filled in on the application.
- A fully completed Hold Harmless has been submitted (acceptable form attached).

Additional documents for Organizations or Entities:

- Submission of an insurance certificate naming Green Township, Green Township Officers, Green Township Employees, and Green Township Volunteers as additional insured on a primary and non-contributory basis with a minimum of \$1,000,000.00 Comprehensive General Liability.
- Submission of a roster of participants including, at minimum, name, address and age group.

Additional documents for youth activity:

- Submission of an affidavit (form attached) **MUST** be submitted certifying that all coaches, assistant coaches and adults who are in positions of authority or control of youth participants have completed and passed a background check within the last four years.

- Submission of an affidavit (form attached) certifying that an Athletic Code of Conduct has been adopted by the local organization and that each participant has attested to his receipt and review.

Special Provisions/Needs

Special provisions or needs (sanitary, parking, etc.) will be considered as requested in the application. This includes any variances from the Chapter IX regulations. In the event that special provisions are approved and provided, the Township reserves the right to charge facility users for the costs for special provisions/needs.

Where a variance from Chapter IX is requested please cite the section of Chapter IX from which relief is being sought and provide an explanation. Attach additional sheets if necessary.

Note: that any on-site food preparation for resale will require inspection by the County Department of Health. In addition, any food preparation using fire will require inspection by the Fire Official.

Note: that the erection of tents or temporary structures, small truck mounted kiddie rides, inflatable bounces, slides and other inflatable attractions (equipment) will need inspection and approval by the Construction Official **and** Submission of an insurance certificate naming Green Township, Green Township Officers, Green Township Employees, and Green Township Volunteers as additional insured on a primary and non-contributory basis with a minimum of \$1,000,000. Comprehensive General Liability **from the supplier of the equipment** (this is in addition to the Certificate of Liability Insurance from the Organization or Entity when applicable).

AFFIDAVITS FOR YOUTH ACTIVITIES

BACKGROUND CHECK CERTIFICATION YOUTH ACTIVITIES

I _____ hereby certify that all coaches, assistant coaches, and adults who are in positions of authority or control of the youth participants under the age of 18 have completed and passed a background check within the last four years and no individual has been convicted of any of the disqualifying offenses set forth in N.J.S.A. 15A:3A-3.

I further certify that I am not aware of any relevant convictions subsequent to said background check.

Signature of party responsible for facility use

CODE OF CONDUCT CERTIFICATION YOUTH ACTIVITIES

I, _____, hereby certify that an Athletic Code of Conduct has been adopted by this youth organization (club) substantially similar to the model policies promulgated by the New Jersey Attorney General pursuant to N.J.S.A. 5:17-1 et seq.

I further certify that each participant – coach, assistant coach, parent and youth participant – has reviewed the code and attested to his review.

Signature of party responsible for facility use