**USE OF MENDHAM BOROUGH FIELDS & FACILITIES**

The Mendham Borough Fields & Facilities belong to the citizens of Mendham for the purposes of recreational programs. Prudent use and management of Borough Fields & Facilities allows the community to benefit more broadly for the use of its own property.

The Council will permit the use of Borough Fields & Facilities when such permission has been requested in writing, using the Facility Request Form, and has been approved by the Recreation Director.

The Recreation Director will have the authority to grant usage to persons or community organizations that are:

1. Residents of Mendham
2. Not-for-profit
3. Formed for charitable or civic purposes

The Recreation Director must seek approval from the Mendham Borough Council’s Recreation Committee for all requests coming from organizations that are:

1. For-profit
2. Commercial in nature

If the Recreation Director deems advisable, any application may be submitted to the Borough Council for action under the provisions stated in Mendham Borough Resolution #169-04.

The Recreation Director may refuse to grant the use of Borough Fields or Facilities whenever in his/her judgment there is good reason why permission should be refused.

No one may bring alcoholic beverages onto any Borough Field or Facility without prior permission. Such permission should be clearly stated on the Facility Request Form. All facility use must comply with state and local fire, health, safety and police regulations.

Field/Facility usage shall not be available for the community use during Borough sponsored events (Day Camp, Labor Day Parade, Council Meetings etc.) or when programs interfere with maintenance schedules.

When using Borough Fields & Facilities, the following rules must be followed:

1. All litter must be picked up and deposited in a refuse container.
2. Any Signage needed must be approved in advance by the Borough Council.
3. In the event of thunder/lightning, all participants must vacate the Outdoor Facilities completely for a minimum of 30-minutes from the last thunder/lightning event. NO EXCEPTIONS!
4. The Recreation Director and Department of Public Works reserves the right to close fields at anytime.
5. Proof of insurance must be received by mail or fax at the Recreation Offices no less than THREE WEEKS prior to the date(s) requested.
6. Any damage to Borough Fields or Facilities will be the responsibility of the person(s) and/or organizations requesting usage.

Requests will not be accepted more than one year in advance. All requests will be accepted by November 1st through December 31st and outdoor requestors will be notified in March. Indoor requests will be posted online in January. Requests submitted after December 31st may be grant based on field availibility and usage.

Consideration for approval will be, but not limited to:

1. Facility/Field availability.
2. Equitable distribution amongst qualified organizations.
3. Sports in season.
4. Open to all residents (versus select/elite organizations).
5. Game time versus Practice time.
6. Protection of fields from over use.