

MENDHAM RECREATION FIELDS AND FACILITIES RULES

The Borough of Mendham Recreational Fields & Facilities are available for recreational programs, non-profit community and civic events, and residents use through a reservation system. The fields and facilities may be available for use by for-profit organizations based on availability and approval by Council or the Council Recreation and Parks Committee.

- The Borough reserves the exclusive right to use recreation fields and facilities during Borough sponsored events (i.e. Day Camp, Labor Day Parade, Mendham Fest, Senior Programs, Council and Boards and Commission Meetings etc.)
- Recreation Fields and Facilities are not available when programs interfere with maintenance schedules.
- The Recreation Coordinator may refuse the use of Borough recreation fields or facilities whenever in their judgment there is sufficient reason.
- If the Recreation Coordinator considers it necessary, any application for use may be sent to the Borough Council for action. (Resolution #169-04.)

Field and Facility Application Approval Process and Fees

Recreation Coordinator Approval

1. Residents of Mendham
2. Not-for-profit formed for charitable or civic purposes
3. No Fee

Council Recreation and Parks Committee Approval

1. For-profit/ Commercial Use (i.e. Sports clinic or private lessons)
2. Fee \$25 per hour.

Council Approval

1. Special Events non-profit organizations (must complete Special Event/Activity Permit Application)
2. Deposit \$200

Consideration for Application Approval shall include, but not be limited to:

1. Recreational Fields and Facilities availability.
2. Reasonable distribution use of Recreation Fields and Facilities amongst qualified organizations.
3. Sports in season.
4. Borough Resident or Borough Civic Organization.
5. Scheduled Games versus Practice time.
6. Protection of fields from overuse.

Rules for use of Recreation Fields & Facilities

1. Responsible Person **must be identified** for use and provide a cell phone number and email.
2. All litter must be picked up and deposited in a refuse container.
3. Bathrooms **shall be** inspected and confirmed by the person responsible identified on the application that they are in the same condition as when they were when opened for use.
4. A cleaning fee will be applied if litter or garbage is left on the recreation field or in a facility or if bathrooms are left in disarray or a mess. The fee shall be \$200.
5. Any signage needed must be approved in advance by the Borough Council.
6. 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!
7. The Recreation Coordinator and Department of Public Works reserve the right to close fields or facilities at any time.
8. Organizations must supply an insurance certificate guaranteeing liability coverage of at least \$1,000,000.00/occurrence, \$2,000,000.00 aggregate for bodily injury and property damage.
9. Any damage to Borough fields or facilities will be the responsibility of the person(s) and/or organizations requesting usage.
10. All facilities must comply with state and local fire, health, safety and police regulations.
11. No alcoholic beverages are allowed on Borough Recreation Fields and Facilities without prior permission of the Council.
12. Applications will not be accepted more than one year in advance. Reservations submitted may be granted based on field availability and usage.
13. An electronic keycode will be sent via text to the Responsible Person on the application to open the bathroom doors. The key code will only work during the set reservation period.

APPROVED BY: CITIZEN RECREATION COMMITTEE ____10/16/2025____