



## MIDDLESEX TOWNSHIP PARKS & RECREATION FACILITY AND FIELD RESERVATION APPLICATION

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**ORGANIZATION NAME:** \_\_\_\_\_

**TYPE OF  
ORGANIZATION:**

\_\_\_\_\_ Mars Area Community Group (50% of membership is from Mars Area)  
\$50/block

\_\_\_\_\_ For Profit Organization, Non-community based Group \$300/block

**NUMBER OF  
PARTICIPANTS:**

\_\_\_\_\_ (Estimated number of participants)

**PRIMARY CONTACT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**FIELD/FACILITY REQUESTED:**

\_\_\_\_\_ Soccer/Football Field\*

\_\_\_\_\_ Baseball/Softball Field\*

\_\_\_\_\_ Tennis Courts

\_\_\_\_\_ Basketball Court

\_\_\_\_\_ Meeting Room

\_\_\_\_\_ Picnic Shelter

\* An Insurance Certificate naming the Township as co-insured is required.



**MIDDLESEX TOWNSHIP PARKS & RECREATION  
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**FIELD USE REQUEST(S)**

*PLEASE INDICATE THE TIME REQUESTED BY MARKING THE APPROPRIATE BOX(ES).*

\_\_\_\_ **Spring (March 1-July 31)**

<b>Block</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
8:00 am-11:00 am:							
11:00 am -- 2:00 pm:							
2:00 pm -- 5:00 pm:							
5:00 pm -- dark:							

\_\_\_\_ **Fall (August 1-December 31)**

<b>Block</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
8:00 am-11:00 am:							
11:00 am -- 2:00 pm:							
2:00 pm -- 5:00 pm:							
5:00 pm -- dark:							

**SINGLE USE FIELD REQUEST:**

Date(s): \_\_\_\_\_

\_\_\_\_\_ Mars Area Community Group--\$15.00/use

\_\_\_\_\_ For Profit Organization, Non Community based group--\$40.00/block



## MIDDLESEX TOWNSHIP PARKS & RECREATION

### FACILITY AND FIELD RESERVATION APPLICATION

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#### CONDITIONS FOR FACILITY USE

1. All Persons, if given permission to use Park Facilities, assume all responsibilities with regard to injury and/or accident and all liabilities and will abide by all Parks and Recreation Rules and Regulations. Regulations will be provided at time of Permit issuance.
2. All groups using Park Facilities shall be required to clean up any/all debris after each event.
3. Responsible adult supervision must be maintained at all times during use of the Park Facility.
4. No profane or vulgar language shall be permitted.
5. Exchanging Facility Permits with another individual is prohibited unless otherwise explicitly permitted by the Township.
6. The Permit Holder agrees to notify the Township of any damage done to a Park Facility while this permit is in effect.
7. All parking shall be in designated parking areas. No vehicles are permitted to park on grassy areas behind the backstop or along the side of the playing field(s).
8. Payment for a rental may be in the form of cash or check and must be from the Individual Applicant, Group, Organization, or Business making the request for Facility Use Permit.
9. Any request for a date change shall be made to the Township Manager and must occur at least one (1) business day prior to the planned event.
10. The Township reserves the right to approve, deny, or discontinue the use of any Park Facility by any Individual, Group, Organization or Business.
11. Beginning March 1<sup>st</sup> through November 30<sup>th</sup>, the playing fields may be previously reserved for organizational sports league activities. Those organizations have a right to use the fields during their allotted times.

**NOTICE: IN ACCEPTING THIS PERMIT, THE REPRESENTATIVE ASSURES COMPLIANCE BY THE GROUP. FAILURE TO FOLLOW ANY OF THE ABOVE RULES OR DIRECTION FROM TOWNSHIP PERSONNEL COULD RESULT IN THE FORFEITURE OF PERMIT AND POSSIBLE DENIAL OF FUTURE PERMITS.**

**I HAVE READ AND FULLY UNDERSTAND THE CONDITIONS OF THIS PERMIT APPLICATION.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**MIDDLESEX TOWNSHIP PARKS & RECREATION  
FACILITY AND FIELD RESERVATION APPLICATION**

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**TOWNSHIP USE ONLY**

**INSURANCE CERTIFICATE:**

Attached to application

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**PAYMENT:**

\_\_\_\_\_ Total Rental Fee Calculation  
\_\_\_\_\_ Application Deposit  
\_\_\_\_\_ **Amount Due** (*less deposit*)  
\_\_\_\_\_ **Amount Paid** → **Date Paid:** \_\_\_\_\_  
\_\_\_\_\_ **Check**  
\_\_\_\_\_ **Number(s):** \_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Parks & Recreation Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Organization Notified