



201 Washington Crossing-Pennington Rd.
Titusville, New Jersey 08560

HOPEWELL TOWNSHIP PARKS AND RECREATION

FIELD AND FACILITY USE PACKET

REVISED 7/1/2021

CONTAINS:

- Outline for requesting the use of fields/courts/facilities
- Field Use Fee Schedule
- Facility Use Application
- HTPRD Athletic Field and Facility Use Policy
- Criminal Background Check FAQ sheet

Please direct any questions to:

Karin Poveromo, Director
Hopewell Township Parks & Recreation Dept.
(609) 737-3753
kpoveromo@hopewelltwp.org



Requesting use of fields/courts/facilities

1. Any organized sports activity must have an authorized permit for use of Township athletic fields/courts.
2. Requests for use of Township fields/courts must be made in writing using the Field/Facility Use Application found in this packet.
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.

Complete the application and return to:

Hopewell Township Parks & Recreation Dept.
201 Washington Crossing-Pennington Road
Titusville, NJ 08560

or

Email to: kpoveromo@hopewelltwp.org

4. The Application must be accompanied by the following documents (unless a copy is on file with the HTPRD) 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 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 in which they serve.
 - c) Youth Groups must submit an alphabetical list of all current coaches within the organization including first and last name, home address and phone number. This list will be checked with the HTPRD approved coaches list for successful completion of a Criminal Background Check as per the requirements of HT Ordinance 2-33.15 "Criminal History Background Checks of Employees and Volunteers Involved in Recreation Programs."
 - d) Name and phone number of a contact person who maintains all registration information for the organization.
5. Upon receipt of Field/Facility Use Application and accompanying documentation, HTPRD Staff will review information provided and notify organization of availability.
6. An original Certificate of Liability Insurance in the amount of \$1,000,000 General Liability insurance coverage naming the Hopewell Township Parks & Recreation Department **AND** the Township of Hopewell as additional insured on the policy must be provided within five (5) business days upon approval of the application.
7. Permits for Field/Facility use are issued by priority according to the requirements as listed in the HTPRD Athletic Field & Facility Use Policy.
8. HTPRD will issue valid permit to the sport/athletic organization. These permits are non-transferrable and may not be passed on to other user groups/teams.



Hopewell Township Parks & Recreation Department
Field & Facility Use Fee Schedules / User Fee Schedules
Effective September 1, 2021

| Field & Court Use Fee Schedule (All rentals must be for at least 1.5 hours) | | | | | |
|---|---|------------------------------|--|--|--|
| | Basketball/ Tennis Court (per hour) | Grass Field (per hour) | Grass Field w/Lights (per hour) | Turf Field (per hour) <i>permit only</i> | Turf Field w/Lights (per hour) <i>permit only</i> |
| HT Parks & Rec. Dept. | no charge | no charge | no charge | no charge | no charge |
| HVRSD* | no charge | no charge | no charge | no charge | N/A |
| Resident Non-Profit | \$20 | \$20 | \$60 | \$40 | \$80 |
| Non-Resident Non-Profit | \$30 | \$30 | \$70 | \$60 | \$120 |
| Non-Resident Non-Profit Bulk Rate** | \$25 | \$25 | \$65 | \$50 | \$100 |
| For Profit (includes private lessons) | \$40 | \$40 | \$80 | \$80 | \$160 |
| Tournament surcharge per weekend*** | \$225 | \$225 | \$225 | \$225 | \$225 |

* No charge during established school use hours as per Field Use Policy.

** Bulk Rate applies to any Non-Resident Non-Profit Organization that uses a type of field/court for a minimum of 350 hours the previous year.

*** Because Tournaments require additional service due to events, organizations will be billed for the field/court rental plus the Tournament surcharge.

| Yearly User Fee Schedule | |
|--|-----------------------------------|
| (Applies to all Resident Non-Profit Organizations & Non-Resident Organizations who qualify for the Bulk Rate price.) | |
| Hopewell Twp. Residents | no charge |
| All Other/Non-Residents | \$15 per non-resident participant |

Any qualifying Adult or Youth Sport Organization using any Township field, court, or facility shall pay a Yearly User Fee to the Township in accordance with the above schedule. Non-residents are all users who reside outside the boundaries of the Township of Hopewell.

TWIN PINES / INDEPENDENCE PARK / MAC SITE **FIELD SEASONS**

Spring Season – March/April/May

Field Use Applications due by Feb. 1st
Approval sent Feb. 15

Summer Season – June/July/Aug

Field Use Applications due by May 1st
Approvals sent by May 15th

Fall Season – Sept/Oct/Nov

Field Use Applications due by August 1st
Approvals sent by August 15th

Winter Season – Dec/Jan/Feb

Field Use Applications due by Nov. 1st
Approvals sent by Nov. 15th



**Hopewell Twp. Parks & Recreation Dept.
201 Washington Crossing-Pennington Road
Titusville, NJ 08560**

Phone (609) 737-3753 Fax (609) 737-2813

FIELD/FACILITY USE APPLICATION

Date: _____

Name of Organization: _____

Mailing Address: _____

Name of Contact Person: _____

Home Address: _____

Cell (or best) Phone: _____ Email: _____

Site Requested: Independence Park MAC Site Twin Pines (complete chart below)

Field/Court Requested: _____

Begin Date: _____ End Date: _____ Time: (Begin) _____ (End) _____

Activity Description: _____

Twin Pines Turf Field Requests – ONLY

(Weekday request must be in 1.5 hour blocks. Circle all blocks that you are requesting.)

| Mondays | Tuesdays | Wednesdays | Thursdays | Fridays |
|---|-----------------|-------------------|---|----------------|
| 5:30pm-7:00pm | 5:30pm-7:00pm | 5:30pm-7:00pm | 5:30pm-7:00pm | 5:30pm-7:00pm |
| 7:00pm-8:30pm | 7:00pm-8:30pm | 7:00pm-8:30pm | 7:00pm-8:30pm | 7:00pm-8:30pm |
| 8:30pm-10:00pm | 8:30pm-10:00pm | 8:30pm-10:00pm | 8:30pm-10:00pm | 8:30pm-10:00pm |
| Saturdays (List field times that you would like between 8am-10pm) | | | Sundays (List field times that you would like between 8am-10pm) | |
| | | | | |

APPLICATION:

1. Sign Application (a certificate of Insurance naming the Township of Hopewell AND the Hopewell Twp. Recreation Department as an additional name insured will be due 5 business days upon approval of application).
2. Checks for any applicable fees due are to be made payable to the Hopewell Township Parks & Recreation Department (HTPRD). Invoices for approved groups will be sent on a monthly basis.
3. **No alcoholic beverages permitted at any time.**
4. Adhere to all Regulations for the Use of Township Parks, Public Lands & Open Spaces as listed in HT Ordinance 2-33.1
5. Permits are non-transferable.

We understand that if the regulations governing the use of this facility are violated in any way, the permit is revoked and all fees are forfeited.

Signature: _____ Printed Name: _____

On behalf of: _____



201 Washington Crossing-Pennington Rd.
Titusville, New Jersey 08560

Hopewell Township Parks & Recreation Department

Athletic Field & Facility Use Policy

Adopted June 14, 2010

Revised July 2021

INDEX

| | Page |
|--|------|
| A. Purpose..... | 1 |
| B. Policy Review..... | 1 |
| C. List of Facilities Governed..... | 1 |
| D. Priority Of Use | 2 |
| E. Criteria..... | 2 |
| F. Field Scheduling Process..... | 3 |
| G. Permits..... | 3 |
| H. Field Closure for Maintenance..... | 3 |
| I. Inclement Weather Policy..... | 4 |
| J. Special Events..... | 4 |
| K. Tennis Court Use..... | 4 |
| L. Facility Use Rules & Regulations..... | 4 |

Hopewell Township Parks & Recreation Department **Athletic Field & Facility Use Policy**

A. Purpose

The purpose of this document is to establish policies and procedures that govern the allocation and permitted use of Hopewell Township Parks & Recreation Department (HTPRD) athletic fields and facilities, with the overall goal of fair and equitable distribution among all eligible athletic/sport users and to insure optimal maintenance of athletic fields and other recreational facilities owned and operated by the HTPRD.

The policy will outline who is eligible to receive permitted use of HTPRD fields and 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, coordination of uses, efficient scheduling, location of facility, and availability of services at a facility.

B. Policy Review

The HTPRD and the Hopewell Township Recreation Advisory Committee shall review this policy every three years and the Field and User Fees annually, and shall submit recommendations in a written report to the Township Committee on or before the 31st day of December of the year in which the annual review was performed.

C. List of Facilities Governed

The outdoor athletic fields and outdoor recreational facilities within Hopewell Township are listed as follows:

| <u>Locations</u> | <u>Field/Facility</u> |
|---------------------------------------|--|
| Woolsey Park | 167 acres of open space Hopewell Valley Veterans' Memorial Hopewell Valley 9/11 & Emergency Services Memorial No playable surfaces at this time 67 acres of undeveloped open space |
| Independence Park | 22 acre park with facilities: 2 baseball/softball fields 2 multi-purpose athletic fields 2 outdoor basketball courts 4 tennis courts Walking/jogging trail |
| Municipal Athletic Complex (MAC) Site | 54 acres with facilities: 4 baseball fields with lights 1 baseball/softball field with lights 1 football/multi-purpose playing field (w/ lights) 1 football/multi-purpose practice field 1 playground 1 Skate Park |

Use of baseball/softball fields under lease agreement with HVBSA

Use of football/multi-purpose fields under tentative lease agreement with HV Football & Cheer.

| | |
|------------|---|
| Twin Pines | 40 acres with facilities: 1 Synthetic Turf Field with lights |
|------------|---|

D. Priority of Use

The HTPRD will make every reasonable effort to treat all athletic organizations, teams, and individuals using township facilities in a fair and equitable manner. All parties must comply with Federal and State anti-discrimination laws.

Permits for field/facility use are issued by priority as listed below and according to the Criteria listed in section E. If there is a dispute, the HT Parks & Recreation Department Director will decide priority.

1. **Priority I** - Hopewell Township Parks & Recreation Department Programs
Note: Hopewell Valley Regional School District (HVRSD) athletic programs receive priority during the school year on Monday through Friday from 3pm to 5:30pm. This is a reciprocal policy as the HVRSD provides facilities for township programs.
2. **Priority II** – Resident sponsored youth, non-selective membership, non-profit athletic organizations (in season*)
3. **Priority III** – Resident sponsored youth, non-selective membership, non-profit athletic organizations (out of season); resident sponsored adult non-profit athletic organizations; and Non-Profit Bulk Rate organizations.
4. **Priority IV** – HVRSD during non-school hours, private schools, and Non-Resident Non-Profit athletic organizations.
5. **Priority V** – For-profit sponsored athletic programs.

Non-selective membership allows all applicants to participate regardless of ability.

* Priority is given within a particular sport's New Jersey State Interscholastic Athletic Association (NJSIAA) designated "season" to that sport. In-season sports have equal status to each other; out of season sports have equal status to each other. Recognizing that most sports have some program on more than an in-season per NJSIAA basis, consideration should be made to accommodate the out-of-season sport's minimum necessary allocation for (a) games as a first priority and (b) practices as a second priority.

E. Criteria

1. Residency requirements (Hopewell Township)
All youth/adult sports organizations:
Recreation Programs - 51% minimum
Competitive/Select Programs - 51% minimum
2. Team rosters must be submitted to the HTPRD upon request including the participants' first and last names alphabetized, address, and phone number.
3. Proof of non-profit status (Tax I.D. #, Board of Directors, etc.)

4. Proof of insurance – (\$1,000,000 coverage, Township of Hopewell and HTPRD as additional insured named on policy)
5. Open try-outs for all eligible Hopewell Township residents

In the event that multiple athletic organizations request field usage for the same sport whether it is in season or out of season, and all criteria are met, the determination for field usage will be made based on the number of recreational players and teams that the youth sports organizations accommodate and the access they have to other facilities.

F. Field Scheduling Process

The first step to securing a facility is to complete a Facility Use Application form. The allocation of fields and facilities will be determined by the Director of Parks & Recreation according to the priority of use established in section D above and provided the Criteria in section E is met.

1. Applications for the spring season (March/April/May) may be submitted by Feb. 1.
2. Applications for the summer season (June/July/August) may be submitted by May 1.
3. Applications for the fall season (Sept/Oct/Nov) may be submitted by August 1.
4. Applications for the winter season (Dec/Jan/Feb) may be submitted by November 1.
5. Applications will be accepted in person or via mail to the HT Parks & Recreation Department, 201 Washington Crossing-Pennington Road, Titusville, NJ 08560.
6. Telephone reservations will not be accepted, however, you may call (609) 737-3753 to check field availability.
7. All applicants must be at least 18 years of age or older and must be present throughout the entire use of the requested period.
8. Each organization may have only **one (1)** contact person for the purpose of scheduling or canceling field use.
9. Upon receipt of the field use application, HTPRD Director will review the information provided and notify each organization as to whether field availability exists. If necessary, a scheduling meeting will be held with a representative from each organization requesting field use and the Director of Recreation to best determine field use approvals.
10. Once your reservation request has been approved, proof of insurance is due within 5 business days.
11. No events may begin before 8:00am or past dusk, with the exception of lighted fields that may be scheduled up to 10:00pm. The time stated on your application should be the actual time you wish to gain entry to the field and the time you anticipate being cleaned- up and off the field.
12. Field permits may not be “sublet” to any other group than the one stated on the permit.

G. Permits

Athletic Field Use Permits should be carried by the permittee at all times, during scheduled use of the athletic fields and must be presented upon request. These permits are non-transferable and may not be passed on to other user groups. All field 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 (i.e. proof of insurance). Any organized sports activity must have an authorized permit for use of Township athletic fields.

H. Field Closure for Maintenance

To maintain the quality of Township athletic fields and to allow for appropriate rest and repair of turf areas, mandatory field closure periods will be identified by HTPRD 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.

Consequences for not adhering to the field closure periods will result in the following:

- 1st Offense – Written warning to the league representative
- 2nd Offense – Suspension of field use by the offender
- 3rd Offense – Hearing before the HT Parks & Recreation Advisory Committee with a potential loss of the field use permit for the organization

I. Inclement Weather Policy

Athletic fields may be closed due to inclement weather or saturated conditions. If a field is to be determined closed or unplayable by HTPRD Staff, notice will be sent to the appropriate league/organization contact person via email by 2pm daily. It is the responsibility of the league contact person to notify any and all coaches of the field closure. For all weekend activity, it is the responsibility of the designated league representative to determine the safety and playability of their respective sites. If in doubt, the field will be closed.

Consequences for not adhering to the Inclement Weather Policy will result in the following:

- 1st Offense – Written warning to the league representative
- 2nd Offense – Suspension of field use by the offender
- 3rd Offense – Hearing before the HT Parks & Recreation Advisory Committee with a potential loss of the field use permit for the organization

J. Special Events

Every effort will be made on the part of the HTPRD to accommodate athletic/sporting events such as sports tournaments, community days, and other special events. Exceptions to stated policy may be granted for such special events by the Director of Parks & Recreation. Any approvals/permits granted by the HTPRD shall be subject to any and all other permits/approvals as may be required by Hopewell Township ordinances.

K. Tennis Court Use - There are four (4) tennis courts located at Independence Park.

1. HTPRD sponsored programs take precedence over all other play.
2. Permits are issued for court use according to the priority established in Section D
3. Tennis courts are for the use of Hopewell Township residents and their guests. Private and/or semi-private lessons will not be permitted by any private individual/tennis coach unless authorized/approved by the HTPRD Director.
4. Tennis courts are available for individual use on a first-come, first-served basis. Each court use is subject to a one and one-half hour time limit whenever there are others waiting to use the court.
5. Tennis courts are for tennis and Pickleball play only. No rollerblades, skates, skateboards, lacrosse sticks, hockey sticks, or pets are permitted on any tennis court.
6. No individual may solely occupy and use a court if other individuals are waiting to play on that court.
7. Only tennis shoes and sneakers may be worn on the courts.

L. Facility Use Rules & Regulations

All users must adhere to the rules and regulations as per "Hopewell Township Ordinance Regulating Conduct in Parks, Public Lands and Open Spaces." (Ord. #02-1254).



CRIMINAL HISTORY BACKGROUND CHECKS FAQ'S as of 4/21/2021

What is a Criminal Background Check and how is it done?

In this case, a "Criminal History Record Background Check" means a determination of whether a person has a criminal record that should preclude him/her from working with children. Names and fingerprints are cross-referenced with those on file with the FBI and the NJ State Police.

Why are we requiring checks?

Parents enroll their children in a league or program fully expecting that they will be **safe from harm**. Persons who have prior criminal convictions, including those involving violence or crimes against children, can hold positions of trust within the community. Criminal history background checks performed on adults involved in youth-serving organizations help protect participants in those programs against unwelcome incidents with adults.

How are we responding in Hopewell Township?

We have amended the Hopewell Township Ordinance on "Parks, Public Lands and Open Spaces" by adding a requirement for "Criminal History Background Checks for Recreation Employees and Volunteers." The ordinance requires youth organizations to have their volunteers obtain background checks and fingerprinting as a condition of their use of township parks and playgrounds.

Who will be checked?

"Any non-profit, youth-serving organizationwhich operates a youth sports program that receives funding from Hopewell Township, or utilizes facilities owned or maintained by Hopewell Township, shall require all employees and volunteers of that organization who have regular, unsupervised contact with minors to obtain a criminal history background check and fingerprinting."

How will the check work?

Criminal Background Checks will be conducted through the New Jersey State Police by their exclusive vendor; Identogo. To schedule an appointment visit their website at <https://uenroll.identogo.com/> and follow the directions below:

- Enter service code: 2F17ZY
- Follow instructions on website to schedule fingerprinting appointment.
- Contributor's Code: HT2023-006472

A person shall be disqualified from serving as an employee or volunteer of a non-profit youth serving organization if that person's criminal history background check reveals a **record of conviction** in New Jersey or elsewhere, for any of four categories of crimes and offenses.

What are the four categories?

- Danger to the person, such as criminal homicide, assault, reckless endangerment, threats, stalking, kidnapping, sexual assault, or robbery.
- Endangering the welfare of a child.
- Theft.
- Possession, use, or being under the influence of controlled dangerous substances.

What happens next?

If no record is revealed, the individual becomes part of a database of approved volunteers.

If a record of conviction is revealed for an offense within the four categories, the Director of Police will contact the individual to inform them they are disqualified from service as a volunteer or employee of any youth program provided in the Township. The individual may separate from the organization by their own means, challenge the denial or accuracy of the background results, **or** file an "appeal based on rehabilitation."

Will the results of a check be kept confidential?

Yes. The Parks and Recreation Department will maintain a database of **only** those individuals who have been **approved** to work or volunteer. Only the individual and the Hopewell Township Police Department will be aware if a person is disqualified for service.

How often will a person who qualifies to participate as an adult volunteer or employee in a youth-serving organization have to undergo a criminal background check?

A successful background check remains valid for three years.

What is the cost and who pays?

The cost of a first time check for volunteers is \$30.80. The ordinance requires youth sports organizations and/or individual coaches to be responsible for the costs. Payment is required by each individual volunteer at the time an appointment to be fingerprinted is scheduled. It will be the responsibility of all youth sports organizations to develop a reimbursement procedure with all volunteer coaches.