

# 2023 Field Use Permit Request

Montvale Recreation Department

[MontvaleRecreation@montvaleboro.org](mailto:MontvaleRecreation@montvaleboro.org)

Phone: 201-391-5700 ext. 251 Fax: 201-391-9317

12 DePiero Drive, Montvale, NJ 07645

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

Type of Organization: Not for Profit  For Profit  Is 75% of your organization roster Montvale residents? Yes  No

Name of Representative: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Organization Address: \_\_\_\_\_

Purpose of Field Use: \_\_\_\_\_ Number Expected to Participate/Attend: \_\_\_\_\_

Field/s Requested:

**Memorial Drive Complex:** Field 1  2  3  4  5  6  Basketball Court 2

**Fieldstone School Soccer:** Field 1 (Full)  Field 2 (Full)  Field 3 (Half)  Field 4 (Half)

Field 5 (Half)  Field 6 (Half)

**Fieldstone School:** Field 7 (Softball)  Field 8 (Baseball)

**LaTrenta Field Complex:** Field 9 (Baseball)  Field 10 (Softball)

**Tennis Courts:** Memorial  LaTrenta  (Maximum reservation of 2 courts per location at any time)

Timeframe: (If multiple days a week are requested, list timeframe for each day)

\_\_\_\_\_

Date/s desired: \_\_\_\_\_

Name of an additional adult who will be in attendance and is willing to assume responsibility:

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

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_ have read and understand the regulations on the last page of this application packet and agree to the conditions set forth and am submitting this application to the Montvale Field Coordinator, 12 DePiero Drive, Montvale, NJ.

I, \_\_\_\_\_ will ensure that the above named organization will adhere to all applicable Executive Orders, CDC and NJ DOH guidelines.

Signature of Organization Representative: \_\_\_\_\_ Print Name: \_\_\_\_\_

## For Office Use Only:

Cert. of Insurance: \_\_\_\_\_ Hold Harmless: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_ Received: YES NO Date: \_\_\_\_\_

Assumption of Risk Liability Waiver: \_\_\_\_\_

Dates/Days/Times Approved: \_\_\_\_\_

Application Approved: \_\_\_\_\_

Recreation Director/Field Coordinator

## Hold Harmless Agreement

BETWEEN

Borough of Montvale, 12 DePiero Drive, Montvale, NJ 07645

AND

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address (PO Boxes are not acceptable)

\_\_\_\_\_  
Organization Type  
(Individual, Non-Profit Corporation, Public Entity or Partnership)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

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MUNICIPAL LOCATIONS: (Circle Room)

Municipal Complex:    Conference Room #1    Conference Room #2  
                                 Executive Conference Room    Council Chambers  
Senior & Community Center:    Atrium    Conference Room    Kitchen  
Train Station: Meeting Room    Athletic Fields

Date(s) \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Purpose of the meeting \_\_\_\_\_

The undersigned agrees to indemnify and hold harmless the Borough of Montvale, its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement requires that the Borough of Montvale is indemnified from any losses or damages resulting from the acts of omissions from any guest, participant, visitor or other person attending the event herein referred to.

Unless waived in writing by the Borough of Montvale, I agree to furnish a Certificate of Insurance specifically naming the Borough of Montvale as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$500,000 per loss for General Liability (\$300,000 per loss for General Liability for smaller nonprofit groups). In order to induce the Borough of Montvale to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- i. Alcoholic beverages will not be served.
- ii. Total number of persons anticipated \_\_\_\_\_.
- iii. Live entertainment will / will not be provided. (circle one)
- iv. Other: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ in the year of 20\_\_\_\_ as the binding act

in deed of \_\_\_\_\_.

Organization Signature

Please submit this form with the Certificate of Liability Insurance, Facility Request Application, Assumption of Risk Liability Waiver and Covid-19 Strategic Plan to Borough Hall

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 143-2022**

**RE: Amending Resolution No. 112-2021 To Establish Additional Recreational Fees for Year 2022**

**WHEREAS**, The Recreation Department hereby establishes the programs, times and fees for various programs; and  
**WHEREAS**, the Recreation Director has recommended that the following fees, programs, and times be revised as described; and  
**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the following fees and programs and services be and are hereby established

**WHEREAS**, Borough Owned Recreational Fields shall be scheduled by the Borough of Montvale Field Coordinator; and  
**WHEREAS**, Montvale Athletic League (“MAL”), Montvale Recreation and Pascack Hills High School shall have first priority field scheduling use and shall be provide a schedule to the Field Coordinator no later than February 1<sup>st</sup>.  
**WHEREAS**, MAL, Recreation, Pascack Hills High School and churches are exempt from payment of fees relating to field use.

<u>Fields</u>	<u>Fee</u>	<u>Resident Team/Corporation</u>	<u>Non-Resident Team/Corporation</u>
<b>Ballfields:</b> Baseball or Softball (Memorial, Fieldstone or LaTrenta)	Per Hour Per Field (2 hour minimum)	\$25	\$50
<b>Turf Fields:</b> Soccer or Lacrosse (Fieldstone)	Per 2 Hour Time Slot Per Field	\$75 (full field) \$50 (half field)	\$150 (full field) \$100 (half field)
<b>Basketball Courts:</b> Basketball (Memorial)	Per Hour: Court #2 Only	\$25	\$50
<b>Tennis Court Group Reservation</b> (Memorial or LaTrenta) *Two court maximum reservation at any one location	Per Day	\$25	\$25
<b>Corporation Event Field Reservation</b> (1 scheduled day plus 2 rain dates)	Per Day	\$200	\$400

MAL endorsed programs in sports that are not offered by MAL, and which have Montvale residents participating, shall be charged the resident fee for field use.

**Resident Corporation:** Any company that owns or leases commercial within the borough.

**Non-Resident Corporation:** Any company that does not own or lease commercial space within the borough.

**Residential Team:** Any athletic team comprised of at least 75% of its roster with Montvale residents.

**Non-Residential Team:** Any team not having at least 75% of its roster filled with Montvale residents.

**Time Slot:** An uninterrupted 1 or 2 hour time period or any part thereof, that a field is being used by an approved team.

**Corporate Fees:** Corporate fees paid to the borough for field use, whether Resident Corporation or Non-Resident Corporation, will entitle the user to 1 field reservation time slot and up to 2 additional time slots that are designated as “rain dates”.

**Season:** Spring season will begin March 1 and end July 31. Fall season will begin August 1 and end December 31.

Field users who provide 7 days or more notice of changes in their scheduled use can receive a time credit if the scheduled hours are decreased. Any changes in field schedules without 7-day notice will not receive a time credit for unused field time. Time credits are only valid for the existing season and the following season.

Lightning Detection Credit Policy: If the lightning detector activates with less than 50% of scheduled time elapsed for that date, the organization shall receive a credit for that day's scheduled timeslot. If the lightning detector activates after 50% of the scheduled time has elapsed, no time credit will be granted.

Payment is required prior to use on all fields or no field use will be granted.

Once field use requests are received in full by February 1<sup>st</sup> for Spring season and June 1 for Fall season, field use will be established with the following order of preference:

1. Montvale Athletic League, Recreation and Pascack Hills High School
2. Resident: Not-For-Profit Entity
3. Resident: For Profit Entity
4. Non-Resident: Not-For-Profit Entity
5. Non-Resident: For-Profit Entity

**WHEREAS**, it is the Borough of Montvale's intention by the adoption of this resolution that if any prior established fee is in conflict with fee schedule the fees set forth in this fee schedule shall be the fees charged and any conflicting prior fee is hereby superseded, repealed and replaced with the fees adopted pursuant to this resolution.

### **Regulations Governing Use of a Borough of Montvale Field**

1. Applicants for a field permit must, at the time of the application, present to the Borough of Montvale an insurance certificate providing for liability coverage for all participants in the amount of \$300,000.00 S.L. issued by a reputable insurance company authorized to do business in the State of NJ
2. The carrying or consumption of alcoholic beverages is prohibited.
3. No person shall mark or re-mark any playing field without the expressed written consent of the Borough of Montvale.
4. In the event that there will be 50 or more players and spectators at an event, the applicant shall be required to provide traffic control attendants as necessary at their own expense.
5. The responsible adult named on this application shall be responsible for any damage to municipal property and shall hold harmless the Borough of Montvale from any damage to the property of person of others.
6. All fields shall be left free of litter and debris at the conclusion of play.
7. The Borough of Montvale reserves the right to deny or re-schedule use of a field to provide for the greatest public benefit.
8. An organization in violation of any of the regulations listed within shall be disenfranchised from use of the facility for the balance of the season for which a permit has been issued. In such cases, the field use fee will not be refunded.
9. All field users must abide by Sections 68-2B and 68-2C of the Borough of Montvale code with respect to loud noise. Any violation of these sections will result in removal from the field.

Upon approval, a field permit will be issued to the applicant. The approved permit must be displayed when field is occupied.