

# **Allendale Athletic Fields and Recreational Facilities Use Policy**

This document contains the policies and procedures covering the use of the Borough of Allendale's athletic fields and recreational facilities. The Borough of Allendale reserves the right to amend and modify these policies and procedures, or add to them.

The primary use of Allendale's athletic fields and recreational facilities is for the enjoyment and benefit of Allendale residents. Although intended for public athletic and recreational activities, unless closed or otherwise posted for non-use, these fields and facilities will be available for non-reserved, non-scheduled use only at certain periods and times. At other periods and times, use will be reserved and allowed only by written permission from the Borough and, for some, only after the payment of a fee. Reserved use will always have priority over non-reserved use.

Use of Allendale's athletic fields, in particular, is increasingly in high demand, so field availability is often limited. In addition, the Borough must maintain the fields in safe and playable condition, which requires shutting down each field periodically for full repair and recovery.

Permission to use Allendale's fields and facilities will be granted according to certain priorities and following certain procedures, as described below. Some of the factors that will be considered in determining permission for use, as well as the type of use, are: size of the group; whether the requestor is a sanctioned Allendale sports organization or other formal group of Allendale residents; what the use will be for; availability of the field or facility at the desired date and time; proof of appropriate liability insurance; any prior history of field/facility damage, revocation of a permit, suspension or other problem; and, whether the sport/activity is "in-season" or not.

This policy primarily covers outdoor facilities in Allendale. Other programs run in and/or through Allendale's schools, such as basketball and volleyball, are overseen and administered by the schools' administrative offices. The Borough encourages the schools to give priority to Allendale children's sports and recreational programs, with Allendale Recreation Commission activities receiving top priority after sanctioned school programs.

The Borough of Allendale manages the use of its fields and recreational facilities in a fair and equitable manner, while ensuring they are in safe and good condition. Allendale does not discriminate in granting field or facility use permission on the basis of race, color, gender, national origin, age, or disability. Any organization or group using Allendale's fields and facilities likewise must not discriminate on these factors.

Users of Allendale's athletic fields and recreational facilities must agree to abide by the terms of the Permit (Section V) and to follow the rules and regulations (Section VI) governing this use.

## **I. List of Fields and Facilities Covered in This Policy:**

a. The athletic fields and recreational facilities covered in this policy are all those situated in Allendale's Crestwood Park and Recreation Park.

Specifically, these include:

- i. At Crestwood Park:
  1. West Maple Field
  2. Multi-Purpose Field
  3. Junior Football Field
  4. Field 4
  5. Field 5
  6. Field 6
  7. Tennis Courts
  8. Red Barn Facility
- ii. At Recreation Park:
  1. Grandstand Field
  2. Field 1
  3. Field 2
  4. Field 3

The indoor gyms and other recreational facilities in Allendale's schools are overseen, and their use administered, by the schools' administrative offices.

## **II. Priority of Use Categories:**

Given the high demand and limited availability of Allendale's athletic fields, the Borough has established a priority system to secure a permit for time slots for field use and/or to reserve the Red Barn facility. All groups of eight or more Allendale Residents or any-size group of non-Allendale residents wishing to use a field must apply for a permit. Permits for such use will be granted by category and/or type of use. The lower the category number, the higher the priority given. For example, a Category 1 organization or event has priority over a Category 2 organization or event. And, within a category, the lower the subcategory letter, the higher the priority given. For example, in Category 1, Subcategory A has priority over Subcategory B. In addition, an in-season sport/activity has priority over one that is not.

At the discretion of the Scheduling Coordinator of the Allendale Sports Alliance (ASA) Scheduling Committee or his/her deputy, or of the ASA Board liaison to the ASA Scheduling Committee, and only in special circumstances, an organization or group can claim priority and "bump" another one from a field already reserved.

Most applications for a field use permit require proof of appropriate liability insurance to obtain the permit (see Section V). Such insurance is also required to reserve the Red Barn in some instances.

### **Category 1-Permit Without Fee:**

**1A. Allendale Public School K-8 Sports and Activities.** These include the games and practices of the athletic teams of Brookside and Hillside schools, as well as the schools' intramural sports, physical education classes or other activities that take place on Allendale's fields.

**1B. Allendale Recreation Commission (ARC) sponsored sports and events.** These include baseball and softball in the Spring season and soccer in the Fall season, plus any special events run by the ARC.

**1C. Other, i.e. non-ARC, sports organizations that are members of the Allendale Sports Alliance.** These include: Allendale Travel Baseball, Highlands Lacrosse, Americans United Soccer, and Allendale/Upper Saddle River Junior Football. These sports organizations have Category 1 priority for their programs in-season, as well as for any special event they host or sponsor, also in-season, e.g., league tournaments.

### **Category 2-Permit Without Fee:**

**2A. Northern Highlands Regional High School (NHRHS) Sports Teams.** When, and if, NHRHS sports teams need to use fields at Crestwood Park in-season for practices due to closure or overflow of their own athletic fields, the school can schedule such usage during customary times for such activities, i.e. after school until 6 pm.

**2B. Allendale Sports Alliance organizations** for sports and special events that are not in-season, e.g., Fall travel baseball and Spring soccer. Any ARC sport or event would receive top priority within this category.

**2C. Other formal non-profit and not-for-profit Allendale organizations**, such as the Allendale Holiday Observers for its special events or Aleoop for its summer camp.

Note: All Category 1 and 2 organizations and groups, with the exception of 2C, do not need to apply for a field use permit at Allendale Borough Hall, as long as they are members in good standing of the Allendale Sports Alliance (ASA), or are official Allendale public school or Northern Highlands sports teams or other activities. The permit will be granted automatically, but field use must be scheduled. Some Category 2C organizations may need to apply for field use permits at Borough Hall. To be a member in good standing of the ASA, an organization must complete its registration form each January and provide proof of current appropriate liability insurance.

### **Category 3-Permit With Fee:**

**3A. Private, Allendale-based groups.** These are groups comprised mainly of Allendale residents, or employees of Allendale businesses, who request the use of a field or facility for a one-time event or on an occasional basis—and who are not raising revenue from the activity. At least two-thirds of the participants must live or work in Allendale. A printed roster of participants must be provided, including addresses, when applying for the permit.

**3B. Private, Non-Allendale organizations.** These are businesses or other organizations not based in Allendale who request the use of a field or facility for a one-time event, on an occasional basis, or on a regular basis for a period of time, e.g., softball league—and who are not raising revenue from the activity.

**3C. Private organizations wanting to use a field or facility to raise revenue.** These are businesses or organizations, such as a sports camp or clinic, that charge a fee for participation.

Within Category 3, permits will be granted on a first-come, first-served basis, subject to all required paperwork and information being provided and proof of insurance offered, as well as field/facility availability. That is, there is no intra-category priority.

### **III. Allocation of Allendale's Fields and Facilities:**

- a. **Field Allocations:** The Scheduling Committee of the Allendale Sports Alliance (ASA) has full discretion to determine field availability and to allocate timeslots for the use of the fields at Recreation Park and Crestwood Park, based on the priority categories in Section II and on the Seasonal Schedule established for such use (see Section IV). Before an applicant can be granted a timeslot, the organization or group must have received or obtained a permit from Allendale Borough Hall to use a field or facility (see Section V).

Once a permit has been obtained, the organization or group can schedule timeslots for practices, games, or events on Allendale's fields by contacting the Scheduling Committee of the ASA.

The head of the ASA Scheduling Committee, or his/her deputy, has the authority to determine the allocation of timeslots for Allendale's athletic fields, under the general direction of the Scheduling Committee liaison on the ASA Board. It is understood that each sports organization or group, having

reserved timeslots on the athletic fields, will then sub-divide these slots among its teams for practices and games. Any scheduling conflict within a sports organization or group will be resolved internally within that organization or group. Any scheduling conflict or dispute between sports organizations or groups will be resolved by the head of the Scheduling Committee or his/her deputy or, if necessary, by the ASA Board liaison to the Scheduling Committee or the Borough Council liaison to the ASA.

**b. Other Recreational Facility Allocations**

- i. Tennis Courts. The tennis courts at Crestwood Park are available on a first-come, first-served basis for Allendale residents and their guests only, and neither a permit nor timeslot allocation is required. These courts must be used for tennis only.
- ii. Red Barn. The Red Barn facility at Crestwood Park is available for use on certain weekends and evenings, subject to obtaining a permit through Allendale Borough Hall and paying a rental fee (see Section V). The permit and fee can include the use of athletic fields behind the Red Barn (Fields 5 and 6) for up to two (2) hours, provided they have not already been reserved. The Permit Application Form is available online, and the rental fee must be paid and proof of appropriate insurance provided, if required, before the permit will be issued. All organizations or groups, without exception, must obtain a permit to use the Red Barn facility.

Any non-scheduling complaint or problem with an athletic field and/or recreational facility should be made to the Director of Operations, Borough of Allendale, at (201) 818-4410. The Director of Operations will respond to the complaint and determine appropriate action.

**IV. Seasonal Schedule:**

Each year, in February, a seasonal schedule for Allendale's athletic fields will be drafted by the Scheduling Committee of the Allendale Sports Alliance (ASA) for approval by the

ASA Board. It will establish the opening and closing dates for field use and the sports that are in season.

This seasonal schedule is divided into the following segments: school days until 3:30 pm; school days from 3:30 pm until 6 pm; school days from 6 pm until 8 pm; non-school days from 9 am until 8 pm; and, weekends from 9 am until 8 pm. During school days, the Recreation Park fields are reserved for school use until 3:30 pm, and the schools have top priority to reserve these fields from 3:30 pm to 6 pm. On non-school days, the Recreation Park fields are available from 9 am to 8 pm for general use, in accordance with the policies and procedures described herein. In the seasonal schedule, note should be made of timeslot reservations for regularly scheduled special events, e.g. The Allendale Holiday Observers Fourth of July Celebration.

## V. **Field Use Permits:**

- a. **Procedures.** Any Category 2C or Category 3 organization or group seeking a permit to use Allendale's athletic fields or the Red Barn facility must first complete and submit a Permit Application Form, available at Allendale Borough Hall or online at [www.allendale.org/forms](http://www.allendale.org/forms). The person who applies for a field use permit and signs the Permit Application Form becomes the responsible party for the organization or group granted the permit throughout the period of use. Upon review and acceptance of the completed form, the applicant will be notified and informed whether field or facility availability exists on the desired date(s). To obtain a permit, the applicant also must provide evidence of appropriate insurance (see below) and pay the fee, if required. Also, certain Category 2C and Category 3A applicants may be required to submit a roster of participants.

A copy of an issued permit must be in the possession of a member of the organization or group at the field or the Red Barn during the entire period of scheduled use. This is required for all Categories of users. Use must be only for the activity indicated on the permit, only during the date and time reserved, and only by the organization or group granted the permit.

- b. **Insurance.** All field use permit applicants must meet the liability insurance requirement before a permit will be issued. The insurance policy must be in an amount not less than \$1 million per occurrence for bodily or personal injury and \$100,000 per occurrence for property damage, plus \$ 2 million aggregate. The insurance must be in force for the entire period of field use. Additional coverage may also be required. The insurer must be admitted in the state of New Jersey. The applicant must also agree to indemnify and hold harmless the Borough of Allendale for any injury or damage incurred during a scheduled

use of a field or facility. The Borough of Allendale will be named as an additional insured party as respect to use of fields and facilities on each insurance policy. Some applicants for a Red Barn permit can meet its liability insurance requirement through their homeowners' insurance policy.

- c. **Fee Schedule.** All fees must be paid before a permit is issued. No refund will be given unless the reserved field or Red Barn facility is closed that day by the Borough of Allendale, or the Borough is notified that the event is cancelled at least three (3) days in advance.

-- Category 1 and Category 2 users do not have to pay a permit fee.

-- Category 3A and 3B users will pay \$ 300.00 per field per use for a maximum of two (2) hours. Category 3C users will pay \$500 per field per day, plus a security deposit or bond of \$ 1,000 to cover any repairs needed for damage done.

-- The rental fee for use of the Red Barn facility will vary, depending upon the number of participants in the rental party, whether the renter is an Allendale resident, whether the renter is a business or family, and whether the renter wants to use the athletic fields behind the Red Barn. An additional fee will be assessed if the rental party wants to swim in Crestwood Lake. The Permit Application Form for the Red Barn is available at Borough Hall or online. Appropriate liability insurance also is required.

-- Special events, such as tournaments will be subject to a fee that will cover the extra cost incurred by the Borough of Allendale employees to prepare and maintain the field(s) or facility for the event, plus any charges for special police or emergency personnel coverage that is necessary. These fees will be agreed upon in advance by the Borough of Allendale and the group organizing the event.

The Borough of Allendale reserves the right to waive any or all of the policies and procedures governing permission to use its fields and facilities, or to impose additional requirements, for any organization or group applying for such a permit.

## **VI. Rules and Regulations for Allendale Field and Facility Use**

1. Any group of more than eight Allendale residents or any-size group of non-Allendale residents must obtain a permit to use any Borough of Allendale athletic field listed in Section I.
2. Users must not damage a field, facility, or on-site equipment (baseball/softball fencing, soccer/lacrosse goals, etc.) in any way beyond normal or expected wear and should not use improper equipment that can cause such damage. Any excessive damage will be determined and assessed by the Borough of Allendale's Department of Public Works DPW. Users will be personally responsible and liable for any such damage.
3. Users should check a field or facility for safety and any damage before each use and report any damage to the Allendale DPW or Police Department.
4. Any user group must have a designated adult (manager, coach, trainer, etc.) in charge and present for the entire time of a scheduled use of a field or the Red Barn facility. Otherwise, the activity cannot take place. This person should have with him/her a copy of the permit authorizing the use.
5. The designated adult person in charge of a group using a field or the Red Barn facility will be responsible for the conduct of all participants, both players and spectators, including visiting teams or opponents.
6. User groups arriving at a field where an event, e.g., practice or game, is in progress should not interfere with the on-going event.
7. The scheduled reserved time for use of a field must be adhered to. An exception is allowed for overtime or extra innings in a regularly scheduled game, which can be played to completion.
8. Athletic fields may not be used at all before 8 am or after dusk.
9. Profane, threatening, insulting, indecent, abusive or otherwise offensive language is prohibited on a field or the sidelines or in a facility. Common courtesy is expected from all participants, home and visitors.
- 10 Use of alcoholic beverages is prohibited on both Recreation and Crestwood Park fields. Smoking also is prohibited on or within 100 feet of an in-use field or facility in these parks.
11. Pets must be on a leash or held at all times in both Recreation and Crestwood Parks.
12. All trash must be placed in proper receptacles at a field or facility or carried out. Users are expected to leave the field or facility at least as clean as when they arrived.



13. No fires or any cooking devices are allowed, except in designated areas.
14. Use of portable lights is prohibited on any field.
15. Use of a Public Address system, loudspeaker, or other sound amplifier is restricted. Any such-produced sound must not be audible outside of the Park where the activity is occurring to the extent it is obtrusive to nearby residents. Exceptions can be granted by permit only, but in no instance can an amplified sound system be used before 9am or after 8pm.
16. Dressing or undressing in public at a field or facility is prohibited.
17. All parking rules at the Parks must be obeyed, especially at the Red Barn area where parking is restricted. Violators will be asked to move their vehicle and/ or be fined or ticketed.
18. Any modification or alteration in a field's layout, material, or condition is prohibited without formal approval from the Director of Operations, Maintenance Committee of the Allendale Sports Alliance, or Borough Council liaison to the ASA.
19. No user organization or group may charge admission or other fee without written approval. No concessions, sales or other commerce is allowed without written approval and securing a license (Code of the Borough of Allendale, Chapter 194).

The Borough of Allendale will enforce these rules and regulation. Violators can receive discipline or punishment, ranging from a warning, through suspension or revocation of their field use permit, to fines or additional fees. The Board of the Allendale Sports Alliance will assess and judge the severity of a violation and the extent of discipline warranted or additional penalties as set forth herein, with the exception of parking violations and any criminal action. Final decisions of the Allendale Sports Alliance may be appealed and reviewed by the Mayor and Borough Council. The Borough of Allendale reserves the right to amend and modify these rules and regulations, or add to them.