

SPARTA PARKS AND RECREATION DEPARTMENT
 65 MAIN STREET
 SPARTA, NJ 07871
 973-729-2383 (Fax)729-0795

**PERMIT APPLICATION - OUTDOOR FIELD/FACILITY SPORT ORGANIZATION SEASON PLAY
 TOURNAMENTS OR SPORT CAMPS**

ORGANIZATION: _____

GROUP REPRESENTATIVE AND TITLE: _____

ADDRESS: _____ PHONE: _____

EMAIL ADDRESS: _____

PARK(S) REQUESTED: _____

BALLFIELD (S) AND OR
 FACILITY (S) REQUESTED: _____

ACTIVITY/PURPOSE: _____

(State specific use, i.e. :ball game, league season, tournament, fundraiser, etc)

DATE(S) OF USE: _____ TIMES: _____ TO: _____

ADULTS: _____ # CHILDREN _____

GROUP STATUS:

- _____ Sparta Township Department/Agency*
- _____ Sparta Township youth sports organizations* (100% Sparta residents)
- _____ Sparta Township non-profit organizations*
- _____ Sparta Business*
- _____ Sparta Township organization with 75% Sparta membership*
- _____ County non-profit group and/or charitable organization*
- _____ Private, for-profit organizations, i.e. sports camps, private ball clubs and teams*

***Certificate of liability insurance and usage fee required.**

1. Permits will be valid only if the fields are in suitable playing condition.
2. Permits will be valid only if in your possession when using facilities.
3. Permits will become void for the remainder of the season if:
 - a. Fields are used when too wet or muddy.
 - b. Repairs are attempted on fields that are too wet or muddy.
4. Drinking of any type of alcoholic beverage is strictly prohibited.
5. This permit is non-transferable and valid only for the dates indicated on the permit. If you are in violation of any rules and regulations of the Sparta Parks and Recreation Department, this permit must be surrendered to the groundskeeper, police or recreation staff.
6. I hereby waive and release all rights and claims for damages against the Township of Sparta, their employees and agents for any and all injuries which may be suffered by myself and/or participants during usage.
7. Soil Conditioner must be on hand in case of inclement weather (Tournaments)

SIGNATURE OF GROUP

REPRESENTATIVE: _____ DATE: _____

USAGE FEES: ALL CATEGORIES	
STATION PARK PAVILLION & DYKSTRA PARK Single Usage: Individual/organization \$25 Non-resident usage fee: \$35	PRIVATE BALL CLUBS & TEAMS Usage Fee \$5.00 Per enrollee Certificate of liability insurance
FIELD USAGE per field: Half day=4 hours Half day for one to two fields \$50 Half day for three to four fields \$100 Half day for 5-6 fields \$150	SPORTS CAMPS Please refer to field usage chart LIGHTED FIELDS Charged at: \$50 per hour per field/facility
FIELD USAGE per field: Full Day= 4-8 hours Full day for one to two fields \$75 Full day for three to four fields \$150 Full day for 5-6 fields \$225	PLEASE MAKE CHECKS PAYABLE TO SPARTA PARKS & RECREATION
*PLEASE NOTE FOR ALL FACILITY USAGE <i>*Depending on type of usage a \$500 deposit may be required for any and all facilities</i> <i>*Depending on type of usage type there may be added charges for Parks Laborers supervision</i>	

PLEASE COMPLETE INFORMATION ON REVERSE SIDE

ELIGIBILITY REQUIREMENTS

- PRIORITY ONE -** Sparta Parks & Recreation Department programs and sanctioned Sparta youth athletic organizations comprised of 100% Sparta residents during seasonal play, then: Sparta non-profit township organizations and Sparta family gatherings.
- PRIORITY TWO -** Post season tournaments from Priority One category
- PRIORITY THREE -** Sparta businesses and official organizations
- PRIORITY FOUR -** Sparta youth athletic organization tournaments for fund raising purposes
- PRIORITY FIVE -** County, non-profit, and charitable organizations
- PRIORITY SIX -** Private, for profit organizations including sports camps, private ball clubs and teams

- No group (except Sparta sport organizations) may apply more than 60 days in advance for permit application. Groups may request picnic area and a maximum of two ball fields for any given date.
- All groups are required to supply a certificate of insurance naming the Township of Sparta as the additional insured with \$500,000 minimum general liability unless otherwise stated in the Sparta Parks & Recreation Operations Manual. Profit making organizations and larger non-profit organizations/corporations require a preferred limit of \$1,000,000 combined single limit for bodily injury and property damage per occurrence and a \$2,000,000 in the aggregate. For individuals and informal residential groups, evidence of insurance is preferred but not required.
- The Director of Parks and Recreation retains the right to revoke a permit or reassign a facility request if it is deemed necessary. The Department of Parks and Recreation retains the right to make decisions on requests deemed excessive and may apply same requirements that are identified for county and non-profit groups and charitable organizations.
- Permits for picnic areas follow the same priority sequence and rules as athletic fields.

A COPY OF THE SPARTA PARKS AND RECREATION OPERATIONS MANUAL IS AVAILABLE UPON REQUEST.

ALL ATHLETIC LEAGUE REQUESTS MUST FILL OUT THE FOLLOWING:

1. Number of in-town teams in the league.
2. Number of travel teams in the league.
3. Number of teams in the league that are 100% Sparta residents.
4. Number of teams in the league that less than 100% Sparta residents. (attach explanation and complete roster)
5. Do travel teams play post season or during the regular season?
6. Age and/or grade breakdown of in-town teams.
7. Approximate number of players on a in-town team.
8. Age and/or grade breakdown of travel teams.
9. Approximate number of players on a travel team.
10. Can individuals play on both travel and in-town during same playing season?
11. Hours of practice per team per week for in-town teams.
12. Hours of practice per team per week for travel teams.
13. Approximate number of games per in-town team per week.
14. Approximate number of games per travel team per week.
15. Length of regular season. (Approximate start and end dates)
16. Length of post season play (tournaments)
17. Please submit a copy of your previous year's financial statement (income and disbursements) and an explanation of how the cost per child breaks down.

COMPLETE PRACTICE AND GAME SCHEDULE NEEDS TO BE SUBMITTED FOR FINAL PERMIT APPROVAL, ALONG WITH ROSTERS & LIST OF COACHES NAMES, INCLUDING ADDRESSES AND LIABILITY INSURANCE CERTIFICATE.

ALL TOURNAMENT REQUESTS MUST FILL OUT THE FOLLOWING:

1. State purpose of tournament (i.e. fundraiser, division/sectional/state, etc.)
2. List previous dates this tournament was held in Sparta.
3. Expected number of teams participating
4. Will you be requesting field maintenance?
5. Please fill out the attached tournament evaluation form and return to the recreation office after the tournament is complete.

ALL FUNDRAISING REQUESTS MUST FILL OUT THE FOLLOWING:

1. How are fees being charged? Registration Form Required for Fundraisers or Tournaments.
2. Purpose and beneficiary of the fundraiser?