

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

**PERMIT APPLICATION - OUTDOOR FACILITY USE**

ORGANIZATION: \_\_\_\_\_

GROUP REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_

ACTIVITY/PURPOSE: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_ TIMES: \_\_\_\_\_ TO: \_\_\_\_\_

# ADULTS: \_\_\_\_\_ # CHILDREN: \_\_\_\_\_

GROUP STATUS:  Sparta family private use  
 Sparta Township Department/Agency\*  
 Sparta Township youth sports organizations\*  
 Sparta Township non-profit organizations\*  
 Sparta Business\*  
 Sparta Township organization with 75% Sparta membership\*  
 County, Non-profit group, or charitable organization\*  
 Private, for-profit organizations i.e. sports camps, private ball clubs and teams\*

\* Certificate of liability insurance required.

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1. Permits will be valid only if the fields/facilities 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 parks staff, police or recreation staff.
6. Garbage must be carried out of park by user.
7. 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 any participants during usage.

**SIGNATURE OF GROUP**

REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

- PLEASE REFER TO PAGE TWO FOR FACILITY FEE CHARGES
- APPROVED PERMITS MUST BE PICKED UP WITHIN SEVEN DAYS OF PERMIT APPLICATION, ACCOMPANIED BY A CERTIFICATE OF INSURANCE (WHEN NECESSARY) OR PERMIT WILL BE VOID
- NON REFUNDABLE \$5.00 CANCELLATION FEE INCLUDED IN ALL RESERVATIONS
- PLEASE MAKE CHECK PAYABLE TO SPARTA PARKS & RECREATION

**Priority Definitions**

**PRIORITY ONE -** Sparta Parks & Recreation Department programs and sanctioned Sparta youth athletic organizations comprised of 100% Sparta residents during seasonal play,

**PRIORITY TWO -** Sparta non-profit township organizations and Sparta family gatherings.

**PRIORITY THREE -** Post season tournaments from Priority One category

**PRIORITY FOUR -** Sparta businesses and official organizations

**PRIORITY FIVE -** Sparta sanctioned athletic organization tournaments for fund raising purposes

**PRIORITY SIX -** County, non-profit, and charitable organizations

**PRIORITY SEVEN -** Private, for profit organizations including sports camps, private clubs and teams

No group (except Sparta sanctioned 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.

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.

### Outdoor Facility Request Fees

#### **Facility Usage Fees :**

##### **Station Park, Dykstra Park and the Glen Pavilions:**

- Single use : 20-50 people	Resident Fee	Non Resident Fee
	\$50	\$100
- Single use: 50-100 people	\$75	\$125
- Business single use	\$50	\$100
- Business multi-use *discretion of Parks and Recreation Director fee range \$35/wk-\$100/wk		

#### **Athletic Field Rental**

- Batting Cage Fee-	\$15/hr	\$25/hr
- Field Use - Half day (up to 4 hours)		
One field	\$50	\$75
Two fields	\$75	\$100
- Each additional field	\$25 per field	
- Field Use – Full day (4-8 hours)		
One field	\$75	\$100
Two fields	\$125	\$150

Each additional field \$50 per field

- <b>Turf Field:</b> Half day (up to 4 hours)	\$ 75	\$100
- <b>Turf Field:</b> Full day (up to 8 hours)	\$125	\$150

#### **Lights for any field: additional \$50 for first hour \$25 for each hour after**

#### **Basketball Courts:**

- No lights: \$25 for 2 hours; \$15 for each additional hour
- Lights: \$50 for 2 hours; \$25 for each additional hour
<b>NON RESIDENT ADD \$25/HR</b>

\*Seasonal rates will be considered for Sparta Township Youth Club teams at the discretion of the Parks and Recreation Director. Fee range \$200-\$1,000.

**All facility requests will be reviewed by the Parks and Recreation Director and fees assessed accordingly.**

#### **PLEASE NOTE FOR ALL FACILITY USAGE**

**\*DEPENDING ON TYPE OF USAGE A \$500 DEPOSIT MAY BE REQUIRED FOR ANY AND ALL FACILITIES**

**\*DEPENDING ON TYPE OF USAGE THERE MAY BE ADDED CHARGES FOR PARKS LABORERS SUPERVISION**