



# HOPEWELL TOWNSHIP PARKS AND RECREATION

## FIELD AND FACILITY USE PACKET

**REVISED 10/12/16**

### CONTAINS:

- Outline for requesting the use of fields/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:

Judy Niederer, Director  
Hopewell Township Parks & Recreation Dept.  
(609) 737-3753  
[jniederer@hopewelltp.org](mailto:jniederer@hopewelltp.org)



## Requesting use of fields/facilities

1. Any organized sports activity must have an authorized permit for use of Township athletic fields.
2. Requests for use of Township fields 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: [iniederer@hopewelltp.org](mailto:iniederer@hopewelltp.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) 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 organization. These permits are non-transferrable and may not be passed on to other user groups.



**Hopewell Township Parks & Recreation Department**  
**Field & Facility Use Fee Schedules / User Fee Schedules**  
**Effective September 1, 2016**

<b>Field Use Fee Schedule</b>				
	Grass Field/2 hrs.	Grass Lights/2 hrs.	Turf Field/2hrs.	Turf Lights/2hrs
HT Parks & Rec. Dept.	no charge	no charge	no charge	no charge
HVRSD*	no charge	N/A	no charge	N/A
Resident Youth non-profit	no charge	\$60	\$75	\$150
Resident Adult non-profit	no charge	\$60	\$75	\$150
Non-Resident Youth	\$50	\$120	\$150	\$300
Non-Resident Adult	\$50	\$120	\$150	\$300
Club/select teams/Camps	\$50	\$120	\$150	\$300
Camps - Private or for profit	\$15 per camper and field use fee	N/A	N/A	N/A
Tournament per weekend**	\$225	N/A	N/A	N/A

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

\*\* Pertains to HVBSA Tournaments that require additional service due to event

A Field Use Fee shall be paid by the organizing party in accordance with the above schedule for Independence Park, Twin Pines Recreation Facility and the lighted fields at the Municipal Athletic Complex (MAC). Scheduling shall be in accordance with the Field Use Policy established by the Hopewell Township Recreation Advisory Committee.

<b>User Fee Schedule</b>				
Yearly Per Organization				
Hopewell Twp. Residents	no charge			
All Other/Non-Residents	\$15			

Any Youth Sport Organization using any Township field or facility shall pay a 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.

<b>Tennis &amp; Basketball Court Fee Schedule</b>	
HTPRD & HVRSD	no charge
Non-profit organization camp	\$75/court/season
For-profit organization camp	\$150/court/season

**TWIN PINES / INDEPENDENCE PARK FIELD SEASONS**

<b>Spring Season</b> ó March/April/May	Field Use Applications due by Feb. 1 <sup>st</sup> Approval sent Feb. 15
<b>Summer Season</b> ó June/July/Aug	Field Use Applications due by May 1 <sup>st</sup> Approvals sent by May 15 <sup>th</sup>
<b>Fall Season</b> ó Sept/Oct/Nov	Field Use Applications due by August 1 <sup>st</sup> Approvals sent by August 15 <sup>th</sup>
<b>Winter Season</b> ó Dec/Jan/Feb	Field Use Applications due by Nov. 1 <sup>st</sup> Approvals sent by Nov. 15 <sup>th</sup>



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: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Time: (Begin) \_\_\_\_\_ (End) \_\_\_\_\_

Activity Description: \_\_\_\_\_

#### 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: \_\_\_\_\_

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#### ADMINISTRATIVE PURPOSES ONLY

Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Denied \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Approved by: \_\_\_\_\_



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

## Hopewell Township Parks & Recreation Department

### Athletic Field & Facility Use Policy

Adopted  
June 14, 2010

Revised  
February 22, 2016

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**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 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, all approvals/permits issued under this policy, all feedback from user groups, residents, and staff in December of each year and shall reduce its review and recommendations to a written report to be submitted to the Township Committee on or before the 31<sup>st</sup> 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>
Alliger Tract	167 acres of open space Hopewell Valley Veteransø Memorial Hopewell Valley 9/11 & Emergency Services Memorial No playable surfaces at this time
Else Tract	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 pending lease agreement with HV Pop Warner.

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

OTHER:

Quarry Field 1 softball field with lights  
Leased to the township by Trap Rock Corporation

**D. Priority of Use**

The HTPRD will make every reasonable effort to treat all 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) 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** ó Resident sponsored youth, non-selective membership, non-profit organizations (in season\*)

**3. Priority III** ó Resident sponsored youth, non-selective membership, non-profit organizations (out of season), and resident sponsored adult, non-profit organizations.

**4. Priority IV** ó resident sponsored adult organizations, individual resident requests, select teams, club teams, tournaments, HVRSD during non-school hours, private schools, for-profit sports groups, corporate/private organizations, private sports camps/clinics, and other organizations.

**5. Priority V** – Non-resident sponsored programs.

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

\* Priority is given within a particular sportø New Jersey State Interscholastic Athletic Association (NJSIAA) designated øseasonö to that sport. In-season sports have equal status to each other; out of season sports have equal status to each other with the exception of U15 and over travel soccer whose primary season is the spring and would receive second priority to lacrosse. 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 sportø 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 sports organizations:

Recreation Programs - 51% minimum

Competitive/Select Programs - 51% minimum

**2. Team rosters must be submitted to the HTPRD upon request including the participantsø 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 ó (\$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 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 õsubletö 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:

- 1<sup>st</sup> Offense ó Written warning to the league representative
- 2<sup>nd</sup> Offense ó Suspension of field use by the offender
- 3<sup>rd</sup> Offense ó 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:

- 1<sup>st</sup> Offense ó Written warning to the league representative
- 2<sup>nd</sup> Offense ó Suspension of field use by the offender
- 3<sup>rd</sup> Offense ó 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 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 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 10/11/16**

### **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 Valley?**

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 as a condition of their use of township parks and playgrounds.

### **Who will be checked?**

“Any non-profit, youth-serving organization ....which 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.”

### **How will the check work?**

Criminal Background Checks will be conducted through the New Jersey State Police through their exclusive vendor; MorphoTrust Incorporated. The New Jersey Universal Fingerprint Form (NJAPS2 Version 3.0) can be downloaded from the NJ State Police website at [www.njsp.org](http://www.njsp.org). Once you are at this site, follow these directions:

- Click on Services near the top right of the page and on the drop down screen that appears, click on Criminal Background Checks.
- On the next page that appears, click on Volunteer Review Operations (VRO)
- Scroll to the bottom of the page and click on Youth Serving Organization Volunteer Form. Print out this form and fill it out. In box (7) The Contributor's Case # (Unique Identifier) **for Hopewell Twp. Parks & Recreation Dept. is L07001.**

- You must schedule an appointment with MorphoTrust at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). When you go to this site, use the information that you filled out on the Volunteer Form and the information that is already provided in the first 5 boxes to complete the process of scheduling your appointment. The nearest location is in Ewing Township at 1230 Parkway Avenue, Suite 102.

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.

You may request a more detailed list of the disqualifying standards.

#### **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 Chief 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 five years.

#### **What is the cost and who pays?**

**The cost of a first time check for volunteers is \$21.45.** 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.