

**REQUEST FOR USE OF MANALAPAN TOWNSHIP RECREATION  
FACILITIES & EQUIPMENT**

PLEASE FILL OUT COMPLETELY (PRINT OR TYPE)

DATE \_\_\_\_\_

FACILITY/EQUIPMENT REQUESTED \_\_\_\_\_

DATES REQUESTED: 1ST CHOICE \_\_\_\_\_ TIME: \_\_\_\_\_

2ND CHOICE \_\_\_\_\_ TIME: \_\_\_\_\_

SPONSORING ORGANIZATION \_\_\_\_\_

NUMBER OF PARTICIPANTS EXPECTED: \_\_\_\_\_ AGE LEVEL: YOUTH \_\_\_ ADULT \_\_\_

NUMBER OF PARTICIPANTS: MANALAPAN RESIDENTS \_\_\_\_\_ NON-RESIDENTS \_\_\_\_\_

FOR WHAT PURPOSE IS FACILITY/EQUIPMENT REQUESTED \_\_\_\_\_

SUPPLIES REQUESTED \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

IDENTIFY ADDITIONAL CONTACT PERSON:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

RETURN COMPLETED APPLICATION TO: MANALAPAN PARKS & RECREATION  
120 RT 522 & TAYLOR MILLS ROAD  
MANALAPAN, NJ. 07726

THE APPLICANT AND/OR REPRESENTATIVE OF THE ORGANIZATION LISTED ABOVE CERTIFIES THAT HE/SHE AND THE ORGANIZATION HAS RECEIVED AND READ THE ACCOMPANYING RENTAL RULES AND REGULATION AGREEMENT POLICY 1140 OF THE TOWNSHIP OF MANALAPAN AND AGREES TO COMPLY WITH ALL THE RULES GOVERNING USE OF FACILITIES/EQUIPMENT AND WILL BE RESPONSIBLE FOR ANY DAMAGES THAT MAY OCCUR TO THE FACILITIES/EQUIPMENT DURING THE TIME THEY ARE BEING USED BY THE APPLICANT AND ORGANIZATION. THEY FURTHER AGREE TO REIMBURSE EXPENSES FOR CLEANING OR REPAIRS LEVIED AGAINST THEM DUE TO THEIR USAGE WITHIN TEN (10) DAYS OF WRITTEN DEMAND. THE APPLICANT FURTHER ACKNOWLEDGES THEIR OBLIGATION AND CERTIFIES THE FACT THAT ALL VOLUNTEER COACHES, OFFICIALS, ETC, ASSOCIATED WITH THE PROGRAM ARE SAFETY TRAINED AS PER MANALAPAN TOWNSHIP POLICY 5170 (ATTACHED). IN ADDITION, THE APPLICANT UNDERSTANDS AND IS WILLING TO ADHERE TO THE CURRENT NJDOH GUIDANCE AND GOVERNOR'S EXECUTIVE ORDERS

ALLOW TEN (10) WORKING DAYS FOR PROCESSING APPLICATION.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT  
(Signature also required on bottom of P.3)

\*\*\*\*\*

OFFICE USE ONLY:

Reviewed by: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Fee \_\_\_\_\_

Received: Cert. of Insurance \_\_\_\_\_ Signed Rules & Regs \_\_\_\_\_

Revised: October 5, 1993 September 23, 1996 January 28, 2002 June 24, 2020

## **RENTAL RULES & REGULATIONS AGREEMENT**

The use of facilities and equipment shall be governed by the following rules and regulations. All exceptions must be submitted in writing for approval by the Township.

1. Use of property shall be limited to that listed on the Facilities Request Form.
2. Property shall not be removed from any premises.
3. Property shall not be used for any purpose which is in conflict with the policies of the Township. Use of property shall be governed by all rules and regulations established in Chapter 163 of the Township Code and all applicable policies adopted by the Township Committee.
4. Practices and scrimmage games are not permitted on M.R.C. grounds. Permitted games must include two uniformed teams, *have* uniformed state certified (or equivalent) sports officials, and must be a regularly scheduled or make up game of a bonafide league. Family play and general public free play are not considered practices. Programs sponsored by Manalapan Parks and Recreation and those affiliated with local school districts are exempt from this provision.
5. Availability of facilities and equipment shall be at all times subject to the requirements and activities of the parks and recreation Department. Facilities Request forms will not be accepted earlier than six (6) months prior to the requested starting use date.
6. Every organization shall sign such contracts and agreements as shall be required by and pay the specified rental charges and fees seven (7) business days prior to the activity.
7. All sports teams/organizations must submit team rosters with any field use application. Rosters must include the name and full address of team members.
8. No changes or alterations shall be made to the property without approval by the Superintendent of Parks and Recreation or the Director of Public Works who will order the work done. Charges for all alterations shall be added to the basic rental charges, and be the responsibility of the applicant.
8. Whenever an event/field rental requires a Parks and Recreation and/or DPW employee to be on duty, a fee in addition to the rental charge will be made for such services when a staff person is not ordinarily on duty or if additional work is required for preparation before or cleaning after a rental.
9. The Superintendent of Parks and Recreation may require police assistance at any event and, if required, the cost shall be paid by the organization using the property.
10. Authorization for use of the Parks and Recreation facilities is contingent upon the applying organization furnishing a copy of the League Insurance Policy and a Certificate of Insurance naming the Township of Manalapan as Additional Insured, and a letter of acknowledgment from Insurance Agent/Broker. The Certificate shall be in an amount not less than \$1,000,000 combined single limit and include Comprehensive General Liability with the Broad Form Liability endorsement or its equivalent.

Failure of the applicant to provide copy of League Insurance Policy, a valid Certificate of Insurance and complete team roster(s) will render the application invalid and prohibit use of the facilities.

Individual applicants will be required to submit a \$100.00 returnable security deposit for use of indoor facilities.

11. All users should be aware that all Parking regulations are strictly enforced. Please notify your guests. ***Pets are not permitted on M.R.C. grounds.***
12. It is expressly understood and agreed that Persons or Organizations receiving approval of use shall defend, indemnify and save harmless the Township of Manalapan, its employees, agents, volunteers and officials against any and all suits, costs, claims, expenses and judgments resulting from the use of the facilities.
13. If the Township, in the enforcement of any part of this indemnity agreement, shall incur any expense or become obligated to pay attorney's fees or court cost, the approved user person or organization agrees to reimburse the Township for such expenses, attorney's fees, or costs within ten (10) days of receiving written demand from the Township.
14. Political organizations shall not be permitted use of any Parks and Recreation facilities for political oriented gatherings.
15. All National and State Laws, local ordinances and rules of the local Police and Fire Departments regarding public assemblies must be strictly complied with. The Township, or its representative shall at all times have free access to all parts of the facilities, including buildings. The Township, or its representative reserves the right to revoke any permit should such action be deemed necessary or desirable and is determined to be in the best interests of the facilities, the Township, and the public in general.
16. Should a field be deemed unplayable by the Superintendent of Parks and Recreation or the Director of Public Works due to inclement weather or facility safety, a refund of fees shall be granted if field rescheduling is not possible. Field rescheduling is not guaranteed.
17. Each organization granted permission to use Manalapan Parks and Recreation facilities, shall provide responsible supervision. No organization will be allowed use of concession areas in the Manalapan Recreation Center without approved application.
18. Manalapan Parks and Recreation facilities and equipment must be left in a condition at least equal to that in which it was found, reasonable wear and tear excluded.
19. Approved Synthetic Turf facility users must abide by rules and regulations approved for this facility. Any damages to Synthetic Turf facility will be billed to holder of permit.
20. Approved facility users, organizations or concessionaires are prohibited from selling articles or food or conducting fund raising activities within Parks and Recreation Facilities and properties unless expressly permitted by Manalapan Recreation. A separate application process is applicable for this purpose.
21. The consumption of alcoholic beverages are prohibited within Parks and Recreation facilities and properties
22. The Manalapan Recreation Center and other Township Parks are "No Smoking" facilities. Smoking will be permitted in parking lots and at smoker's outposts only.
23. All persons attending a game/event in the M.R.C. shall comply with all COVID-19 rules posted at the facility, on the Township website and all NJ Executive Orders and DOH Guidelines.
24. No one shall attend or participate who is COVID-19 positive or symptomatic or has been exposed to the virus in the last 14 days.

Adopted: March 1986

Revised: April 14, 1986; October 5, 1993

February 14, 1994; January 28, 2002

March 22, 2004; December 19, 2012

June 24, 2020

\_\_\_\_\_  
(Signature)

Dated: \_\_\_\_\_

**TOWNSHIP OF MANALAPAN  
PARKS & RECREATION  
120 RT. 522 & TAYLORS MILLS ROAD MANALAPAN, N.J. 07726  
(732) 446-8355**

RECREATION ADVISORY BOARD

Peter Becker  
Jamie Bruno  
Kevin Chester  
Diana Cochran  
Rebecca Ginsberg  
Brian Graime  
Jerry Maffia  
Jim Tumbleson  
Eric Winnegrad



SUPERINTENDENT OF  
PARKS & RECREATION  
Mona Cholowinski

FAX # (732) 792-1943  
email: [mcholowinski@mtnj.org](mailto:mcholowinski@mtnj.org)

**RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

Between the Township of Manalapan and \_\_\_\_\_  
(hereinafter referred to as "Permit Holder")

WITNESSETH:

1. In consideration for the grant of the permit/temporary license provided herein, I \_\_\_\_\_, with an address of \_\_\_\_\_ as an authorized representative and on behalf of Permit Holder and its members, officers, agents, beneficiaries, affiliates and assignees, with full knowledge of the risks associated with use of the Township facilities listed below, and having conducted a physical inspection thereof and finding same to be to Permit Holder's satisfaction, hereby knowingly and voluntarily release, acquit and forever discharge, and agree to defend, indemnify and holds harmless the Township of Manalapan, its employees, elected officials, officials, agents, volunteers, insurers, including the Township's joint insurance fund, and other representatives (hereinafter referred to as the "Township") of and from all manner of action(s), losses, accounts, agreements, bills, bonds, cause(s) of action, claims, contracts, bodily injuries, controversies, covenants, damages, debts, demands, executions, judgments promises, reckonings, specialties, suits, sums of money, trespasses and variances, whatsoever, in law or in equity (collectively "Loss"), which Permit Holder or its members, officers, agents, beneficiaries, affiliates and assignees and any third parties ever had, now have or which any personal representative, successor, heir or assign, hereinafter can, shall or may have, against the Township, by reason of any matter, cause or thing whatsoever, including but not limited to exposure to any communicable disease such as COVID 19, from the beginning of time until the date any Loss is or should have been recognized, in any way arising out of or in any manner relating to Permit Holder's access to or use of the Township's facilities listed below for the purposes set forth in Section 2, below.

2. The \_\_\_\_\_ Township facilities (referred to herein as the "Facilities") will be used for the following purpose and no other (Example: XYZ Tournament, league game, etc.): \_\_\_\_\_ on the following date(s): \_\_\_\_\_

SIGNED: \_\_\_\_\_  
(PRINT NAME ABOVE)

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

WITNESS: \_\_\_\_\_

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