

**TOWNSHIP OF LONG HILL  
DEPARTMENT OF PARKS & RECREATION  
Facilities Use Request**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact for Field Cancellations \_\_\_\_\_ Phone \_\_\_\_\_

Please Note: The 2 multipurpose fields at the Riverside facility are the following dimensions: #1- 330 x 195 #2 -300x 165

Please indicate if the use if for traveling program or recreation program.

	Date(s)	Time(s)	Resident	Non Resident	Resident Commercial	Non-Resident Commercial	Total \$
Riverside Field #1			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Riverside Field #2			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Meyersville Baseball Field			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Riverside Pavillion			\$25/ 4 hours	\$50/ 4 hours	<b>X</b>	<b>X</b>	
Stirling Lake Pavillion			\$25/ 4 hours	\$50/ 4 hours	<b>X</b>	<b>X</b>	
Bocce Ball Courts			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Horseshoe Pits			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Riverside Basketball Courts			\$20/ 2 hours	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	

For Field Use Only:

Number of Long Hill Township Residents currently enrolled in your program:

Intramural \_\_\_\_\_ Traveling \_\_\_\_\_

Number of Fields your organization presently has use of \_\_\_\_\_

**This form can be faxed to 908-647-4150 or mailed to 915 Valley Rd. Gillette, NJ 07933**

Any questions or concerns please contact the Director of Recreation  
908-647-8000 ext. 219 [recreation@longhillnj.us](mailto:recreation@longhillnj.us)

**TOWNSHIP OF LONG HILL**  
**DEPARTMENT OF RECREATION**  
**PROCEDURE FOR RESERVATION OF TOWNSHIP FACILITIES**

1. A Facilities Use Request (FUR) form must be filled out and submitted to the Recreation Director for approval. This form is available on line and at town hall.
2. A permit will be issued when the following conditions are met: Approval of FUR, payment of designated fee, Hold Harmless and Use Agreement, Certificate of Insurance, and proof of residency if applicable.
3. A Certificate of Insurance must be presented before a permit can be issued. For individual residents and non-residents, a copy of the applicants Homeowner's Policy will be accepted.
4. Delegation of municipal facilities will be coordinated by the Director in conjunction with the Recreation Advisory Committee based on criteria such as:
  - Size of Program            Number of Long Hill Residents Participating
  - Type of Program            Primary season for the activity
  - Number of available facilities
5. Cancellation – The Recreation Director reserves the right to close a facility due to inclement weather, hazardous conditions, scheduling conflicts, and other reasons which make closing necessary. The Director will notify the designated contact person to advise of a cancellation.
6. Date/Time Change/Cancellation will be accepted with notification of at least 1 month prior to the event. Notification must be in writing.
7. Refunds will only be issued due to cancellations by the Recreation Department, pending approval by the Township Committee. A credit, which expires one year from date of reservation, will be issued only for those cancellations in which written notification is sent to the Recreation Director one month prior to the event.
8. No commercial organization may access a facility without an approved, signed permit. If an organization or an individual associated with an organization disregards a facility closing directive and accesses that facility a loss of permit will result.
9. Individual residents may use the facilities without a permit but will have to vacate if an individual or organization arrives with an approved permit.
10. Alcoholic beverages are not permitted on any township owned properties.

**TOWNSHIP OF LONG HILL**  
**DEPARTMENT OF PARKS & RECREATION**  
**PARK RULES AND REGULATIONS**

1. It is unlawful for any person to throw, deposit or leave any cans, paper, debris or waste material whatsoever in or upon any park property except in the receptacles provided for such purposes. Chapter XI of Township Code 11-2.1
2. A Certificate of Insurance must be presented to the Recreation Director at least one week prior to the reservation date.
3. No alcohol is permitted on park property. XI-11-2.5
4. All township parks are closed to the public from 9:00 pm to 8:00 am. A special permit may be issued to use a specific area during closed hours. XI-11-2.6
5. Camping is prohibited in all township parks, except under permit by the Township Committee. XI-11-2.7
6. No person shall willfully damage any park property, including any buildings, structures, trees, or shrubbery. XI-11-2.2
7. The speed on all park roads, parking lots and other park property where vehicular traffic is permitted shall be 15MPH. Parking is restricted to those areas so designated. XI-11-2.3
8. No person shall create a disturbance or nuisance, be intoxicated, No permits, for use of township parks, will be issued without written application.
9. or act in such a way that his or her conduct is objectionable or offensive to others. XI-11-2.4
10. Smoking is prohibited on all township property.
11. Reservation of the Stirling Lake pavilion does not entitle all guests to use of Stirling Lake. All persons wishing to use the lake must have a badge.
12. Picnicking is restricted to designated areas. XI-11-3.6
13. In the event of rain, the Recreation Director or a designated person will determine if field use will be cancelled for that day and notify the designated parties.