



PERMIT APPLICATION - FIELD USE



SPARTA PARKS AND RECREATION DEPARTMENT  
Physical Address: 22 Woodport Road/ Mailing Address: 65 Main Street  
Sparta, NJ 07871  
973-729-2383 (Fax) 973-729-0795

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

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

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

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

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

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

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

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

No group (except Sparta sanctioned sport organizations) may apply more than 60 days in advance for permit application.

**Priority Definitions/Group Status**  
Please check one

- 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** - Sparta businesses and official organizations \_\_\_\_\_
- \_\_\_\_\_
- PRIORITY FOUR** - Sussex County, non-profit and charitable organizations \_\_\_\_\_
- PRIORITY FIVE** - Private, for profit organizations including sports camps, private clubs and teams \_\_\_\_\_

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Sparta Parks and Recreation Department deems when fields are closed during the week. A determination will be made by 3:00 pm on weekdays if weather conditions make the fields unplayable. On weekend days, for seasonal permits the league coordinators can make a determination if the field is playable. They are expected to be conservative when determining playability.

- Permits will become void (for the whole league) for the remainder of the season if:
  - Fields are used when too wet or muddy.
  - Repairs are attempted on fields that are too wet or muddy.
- Permits will be valid only if in your possession when using facilities.
- Drinking of any type of alcoholic beverage is strictly prohibited.**
- 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.
- Garbage must be carried out of park by user.

**\* Certificate of liability insurance is required.** This Certificate of Insurance must name the Township of Sparta as **“Additional Insured on a primary and non-contributory basis”** with the following: (Township of Sparta, 65 Main Street; Sparta, NJ 07871)

- \* For profit organizations and larger non-profit corporations/associations they must provide evidence of minimum limits of General Liability \$1,000,000 for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate. They must provide for all vehicles minimum limits of \$500,000 combined single limit for bodily injury and property damage.
- \* For private individuals, non-profit organizations, corporations or associations they must provide evidence of minimum limits of General Liability \$500,000 for bodily injury and property damage per occurrence and \$1,000,000 in the aggregate. They must provide for all vehicles minimum limit of \$300,000 combined single limit for bodily injury and property damage.
- \* For individual and informal residential groups, evidence of insurance is preferred but not required.

• PLEASE REFER TO PAGE TWO (2) FOR FIELD FEE CHARGES AND SIGNATURE PAGE



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Outdoor Field Request Fees- Single/Weekly or Seasonal Use Only

	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
<b>Athletic Field Rental</b>		
- Batting Cage Fee-	\$20/hr	\$40/hr
- Field Use – Full day (4-8 hours)		
One field	\$75	\$150
Two fields	\$125	\$175
- Each additional field	\$50 (per field)	\$100
- <b>Turf Field:</b> Half day (up to 4 hours)	\$ 100	\$175
- <b>Turf Field:</b> Full day (up to 8 hours)	\$ 150	\$225

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

Basketball/Volleyball Courts:

- No lights: \$25 for 2 hours; \$15 for each additional hour
- Lights: \$50 for 2 hours; \$25 for each additional hour

**NON-RESIDENT ADD \$25/HR**

\*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 field requests will be reviewed by the Parks and Recreation Director and fees assessed accordingly.

The Parks and Recreation Director retains the right to revoke a permit or reassign a facility request if it is deemed necessary. Field requests may be subject to additional fees such as but no limited to: Participant fees, Field lining fees & Parks Supervision fees.

- APPROVED PERMITS MUST BE PICKED UP, SIGNED AND RETURNED TO THE RECREATION DEPARTMENT WITHIN SEVEN DAYS OF PERMIT APPROVAL, ACCOMPANIED BY A CERTIFICATE OF INSURANCE (WHEN NECESSARY), LEAGUE SCHEDULE AND ROSTERS WHERE REQUESTED OR THE PERMIT WILL BE VOID.
- THE OFFICIAL PERMIT IS ONLY VALID **WITH BOTH RECREATION DIRECTOR SIGNATURE AND GROUP REPRESENTATIVE SIGNATURE.**
- PLEASE MAKE CHECK PAYABLE TO “*SPARTA PARKS & RECREATION*”

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: \_\_\_\_\_