



# SOUTH BRUNSWICK TOWNSHIP PARKS AND RECREATION DEPARTMENT

## GENERAL RULES & REGULATIONS FOR- PARKS AND RECREATION

As provided for in Chapter 82 of the revised General Ordinances of South Brunswick Township



South Brunswick Township Department of Parks and Recreation is not responsible for accidents, injuries or loss of property in the parks or any recreation facility. Users assume all reasonable risks while using facilities or participating in activities.

### PERMITS / INSURANCE

- There is a \$25.00 fee required to apply for the use of a picnic site or a facility (ball fields are exempt). Application Fee is non refundable and will be credited to the final rental fee. Attach fee to bottom of application.
- Permits are required for use of picnic areas, ball fields, buildings, and special use of parks or facilities, or for special events. Permits are required for picnics groups of 20 or more in designated picnic areas, for organized leagues, any scheduled games on ball fields, and indoor facilities and all special uses.
- Applicants must be 21 years of age or older.
- Facility rentals require 3 weeks processing time due to insurance requirements. Plan accordingly; plan ahead.
- Permits are issued with priority given to Township residents, Township industry or Township oriented organizations. Non-resident rentals may be available on a space available basis.
- Attach an addendum if there is insufficient room on the reverse. List group name, phone, requested dates and pertinent information.
- Reservations will only be approved for a period within one year.
- Resident groups (defined) and rates (where offered): To qualify, 51% of the group must be South Brunswick Residents. Renter must submit guest/participant list (with full addresses) to be eligible for discount; due 2 weeks minimum prior to event. A non-profit organization discount is available for qualifying community-based non-profit groups.
- The Township or its designated personnel has the right to deny or revoke the use of the facilities or any permit upon finding a violation of any rule or ordinance, for good cause or if it is not in the best interest of the public.
- Proper insurance is required for all rentals and permits. A 'Hold Harmless Insurance Agreement' indemnifying and holding South Brunswick Township harmless is required for all permits. Special Event Liability Insurance may be required. Risk Management will contact the renter with insurance requirements.
- Alcohol permits are required for specific areas and purpose. See # 12.
- Special Event/Host Liquor Liability / Broad Form Property Damage Insurance coverage is required for all events serving alcohol, in the amount of one million dollars, naming South Brunswick Township as additionally insured.
- If any additional entertainment, amusements or events during the rental are anticipated, this must be indicated on application. Insurance coverage and/or special permits or police coverage may be required.
- Permits for fires or bonfires in designated areas must be approved and obtained through the Fire Safety Bureau. Call 329-4000, X 7214.
- Security Deposits are required for some facilities and are refundable if the facility is left in proper condition.
- Approved Permit must be produced and exhibited upon request of any authorized person.
- No group will be admitted before the time indicated on the permit.
- A late fee of \$100.00 res.; \$200.00 non res. will be assessed if group exceeds approved closing time (for indoor facilities).
- Picnic groups must vacate parks by dusk.
- Any group, which abuses the privilege of using the facilities or equipment, may be restricted from future use.
- Cancellation: A minimum of 48 business hours notice is expected for cancellations. Failure to notify will result in billing / loss of deposit . Application fee is not refundable.

### PUBLIC USE OF FACILITIES – GENERAL RULES and RENTAL POLICIES:

- Parks are open during daylight hours with the exception of those areas designated for specific evening or permit use.
- Park in designated spaces only; Penalty: \$50.00 fine; \$33.00 court fees. No parking on lawn unless by permit.
- Park Roadways & Parking areas: Max. Speed limit: 15 miles per hour. Be aware of children! Ch. 110-54-1
- Consuming, or having possession of alcoholic beverages in the parks or facilities is prohibited except by special permit.
- Narcotics, illegal or controlled substances are prohibited.
- Smoking is not permitted indoors or in any park or facility and is punishable by fine.
- Profane or offensive language or behavior, gambling, quarreling or fighting is not tolerated and constitutes disorderly behavior.
- At all assemblies of young people, there must be one adult for every 15 minors unless specified otherwise. Children must be supervised at all times while using all areas of facilities.
- Breakage or damage of equipment and/or furniture must be paid for at a replacement cost determined by the Director.
- No equipment is to be removed, and any equipment used must be placed back in original position.
- The Department will not permit storage of any kind.
- Do not block exits. Follow fire regulations.
- Kitchen, rooms and park areas used must always be left clean as found condition and in an orderly manner. Carpeting must be vacuumed.
- Trash and recycling must be deposited in designated receptacles or dumpster or carried away if none exists.
- If decorations are contemplated for any program, the office must approve them (prior to date of event). All decorations must be flame-retardant treated. No tape or tacks on walls, confetti, rice or candles allowed.
- Building Supervisor/Ranger services include opening and closing the building, operation of room lights, heating and ventilation equipment and general information. Supervisor/Ranger will not be required to load or unload equipment or clean buildings

Renters, users and participants are subject to all laws of the State of NJ and the United States and all relevant ordinances of the Township of South Brunswick, NJ which can be accessed online on the South Brunswick Township Website: [www.sbtnj.net](http://www.sbtnj.net), click 'quick Links'; "Municipal Code.

### THE FOLLOWING ARE PROHIBITED:

- Entering any area that is posted as "Closed to the Public" or "Staff Only", or roped off or closed off from use.
- Disturbing or interfering unreasonably with any other person(s) in the park or facility or excluding anyone from use of a facility or areas unless designated by specific permit.
- "Third party" rental usage or 'subletting' of permits or transfer of permits use from one person to another is prohibited.
- Kindling a fire except in areas designated is prohibited. (Permit required). Contact Fire Safety. Fire or charcoal grills must be extinguished and cleaned out before leaving. Possessing, setting off, or causing to explode any fireworks or explosives or weapons is prohibited by any laws of the State of NJ.
- Distribution of pamphlets or demonstrations or sale of any article for private financial/pecuniary gain by an individual or organization using the facility, unless specifically approved.
- There is no camping, no horseback riding, ice skating unless posted; no archery or games involving propelled objects such as model airplanes, quoits, horseshoes, balls unless in designated areas. Skateboarding in designated areas only.
- Willfully marking, defacing tamper or displacing any natural structures, notices, signs, or any park material, equipment, property or facility structures of any kind. Dig or remove any sand, soil, rock, stone, tree, shrub or plant, or any material in any manner. Damage or disturb anything in any way in any park in any facility.
- Climbing trees, walking, sitting, standing, skateboarding on walls, railings, fences, monuments, or other property, etc., that are not customarily designed for that purpose.
- Littering or leaving a site before trash is removed.
- Constructing or erecting any structure or building, permanent or temporary.
- Dogs must be on a leash; they are not permitted on Ballfields.
- Riding a horse except on designated bridle trails.
- Feeding geese, ducks, waterfowl of any type or animals in Township Parks is prohibited
- Bicycles which block egress or pose risk of injury to persons using facilities. (Use bicycle racks).
- Parking or driving any motorized vehicle in areas other than those designated for such a purpose.

S:RECREATION/FACILITIES/PUBINFO&MANUALS/GENRULES.