



Parks & Recreation

TOWNSHIP OF PEQUANNOCK

PEQUANNOCK TOWNSHIP PARKS AND RECREATION ATHLETIC FIELD USE GUIDELINES

Pequannock Township provides parks and athletic fields for the use, enjoyment and cultivation of athletic ability for various sports, age groups, athletic development, and passive activities for all the citizens of Pequannock Township. Secondary to these principals is the accommodation of requests for use of facilities by qualified user organizations (user groups). Use of facilities by such organizations is permissive and at the discretion of the Township and its representatives. The purpose of these field use guidelines is to establish policies and procedures that will preserve Township athletic fields and facilities; ensure equitable allocation of facilities for use by organizations/individuals; and to provide safe and playable fields. Under all circumstances, permitted user groups assume full responsibility for the actions of any groups/individuals using fields in accordance with their permitted use.

- Fields may be reserved in advance through the online portal, “Community Pass” at <https://register.communitypass.net/reg/index.cfm>. Fields may only be requested for the fields designed purpose. Requests for fields not suited for that activity will be denied and rescheduled to an appropriate field.
- Users must adhere to all Policies, Procedures, and Fees for such use as established in Chapter 129, Parks and Recreation of the Code of the Township of Pequannock. Permitted user groups are responsible for adhering to their approved/permitted schedule(s). Any cancellations and changes to permitted use must be communicated with Parks & Recreation so that field schedules can be maintained completely and accurately. Requests for cancellations, changes and/or additions to permitted use must be made in writing following the procedure on the issued permit of use. Approval of a request for change or addition must be received prior to occupying field.
- User groups must identify a contact person responsible for field registration and advise the Department
- Users must be prepared to show field permit to designated Township personnel.
- Unauthorized use of fields causes conflicts with routine maintenance and field use schedules and poses challenges in communicating quickly in the event of unexpected problems or field closures.
- Unscheduled/unapproved usage of a field or facility is grounds for revocation of a permit.
- Daily field conditions will be determined by Township personnel and made available on the Township Park and Recreation home page and through the mobile app, “Rainout Line”
- Organizations providing food are required to contact the Health Department prior to any food service operation.
- Parks and Recreation staff may modify guidelines when necessary to protect the safety of all users.
- No alcohol or tobacco products or glass containers are allowed on fields or parks.
- The Director or designee reserves the right to close fields at any time for needed maintenance and repairs or for any other purpose deemed necessary due to inclement weather, unsafe field conditions or to comply with the demands of any programs or emergency requirements.
- A permit to use a field may not be assigned or transferred to any other group or individual.
- The Director or designee reserves the right to review, approve or deny applications and/or to modify these conditions of use.
- The Athletic Field Use Guidelines must be conveyed to and understood by all members, players, volunteers and staff of user organization.