



TOWNSHIP OF MONROE

Terry Bannister
Director of Parks & Recreation
301 Blue Bell Road
Williamstown, NJ 08094

To: _____

From: Terry Bannister

Permits

Attached are your permits for the event that you have requested. Please review them and contact me with any questions.

Please keep in mind for a successful partnership to work, we need good communication. My goal is to make sure that our facilities are kept clean, well-lighted and safe for all of our users. I need your help in this goal by notifying me immediately of unsafe conditions that may arise during the use of our facilities, first by phone and then in writing if possible.

Also, please acknowledge that you understand that the Parks and Recreation department reserves the right to cancel any scheduled activity or event when it determines that such use could potentially cause unsafe conditions for the organization, spectators, and / or damage to the facility.

Please stress, to all that are attending, that they clean up after your event. Whatever they brought with them, either take it home or put in the trash containers.

I wish everybody a great time and please enjoy your event!

Sincerely,

Terry Bannister

Director Head of Parks & Recreation



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Field Permit

This document will serve as official notice of field approval for, for the use of recreational fields within the Township of Monroe.

Recreational Area: _____

Description of the event: (What is the event for):

About how many people at the event _____

Complex:

____ Duffy _____ Church st _____ Owens
__ Monday __ Tuesday __ Wednesday __ Thursday __ Friday __ Saturday __ Sunday

Time of day _____

Date & Period of time of usage _____

Primary Contact _____

Address: _____

Phone: _____

Second Contact _____

Address: _____

Phone: _____

Director Parks & Recreation

Date

This permit is valid for the date (s) and time (s) listed above and may be revoked at any time at the discretions of the Director of Park and Recreations.

*** Please contact the office 2 weeks prior to your event to confirm details.**

Office (856) 728 1372

TBannister@monroetownshipnj.org

Fax (856) 875 2202

www.mtprnj.org



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The following permit has been granted to _____.

Under the following conditions:

1. All rules and regulations are to be followed that include State and township ordinances and park regulations.
2. The group accepts responsibility, for the conduct of all that are attending your event. The "Code of Conduct" set by the New Jersey State Law.
3. The group understands that the Parks and Recreation Department has the right to close specific areas due to conditions beyond our control.
4. Absolutely NO Soft Toss against the fences will be permitted.
5. Under NO circumstances will the use of shovels, brooms, rakes be allowed to alter the field.
6. Under NO circumstances will the use of a vehicle be allowed on the field.
7. All trash is to be placed in trash containers. Nothing shall be left in dug outs, stands or pavilions.
8. No Alcoholic beverages or Inflatables will be permitted on parks grounds.
9. There is no electric or water provided.
10. BYOG Bring your own Grill!
11. Any charges occurred for maintenance or clean up by the Parks and Recreation department for the failure to follow the Rules may be charged back to the group.
12. If you are requesting permits for a pavilion, the permit is for the pavilion ONLY. Other areas may also be occupied by residents.
13. The group understands that "Parking Rules" are "Strictly Enforced" and illegally parked vehicles may be towed or ticketed.
14. All procedures are subject to change at the discretion of the Parks & Department.
15. Failure to follow rules may result in loss in permit, fine or both.
16. First time users of the facilities must come in the office to sign their agreement

"Respect Our Facilities and Honor the Game"

I acknowledge the receipt of Monroe Township's Parks and Recreation Field Use Agreement

Signed: _____

Date: _____

Witness: _____

Date: _____