

Borough of Pine Hill

45 West 7th Avenue • Pine Hill, New Jersey 08021

(856) 783-7400 • FAX (856) 783-5388

www.pinehillboronj.com



BOROUGH OF PINE HILL RECREATION COMMISSION

#1. Required procedures for submitting a request for the use of specific Borough Recreation Facilities:

FACILITIES:

1. Pine Hill Recreation Center Building administered by the Pine Hill Youth Association.
2. Joey Green Baseball/Softball field site and buildings.
3. Charles Bowen Football field site and buildings.
4. Other Borough Recreational sites.

APPLICATION PROCESS:

1. An application form for Use of Recreation Facilities (See Attached) shall be obtained from the Pine Hill Recreation Commission.
2. Application shall be completed in detail and submitted to the Recreation Commission.
3. The application shall be reviewed by the Recreation Commission for availability of facility and completeness of application.
4. Application shall be accompanied by a Certificate of Insurance in a minimum of \$1,000,000.00, naming the Borough of Pine Hill, elected and appointed officials, employees, agents and Recreation Committee Members as Additional Insureds.
5. Upon approval of application, a refundable \$500.00 deposit is required, which will be placed in escrow and to be used to repair, or replace damage caused to Borough property. Additionally, the money may be used to address violations depicted in Section #2, "Responsibilities" listed below. Any money not used will be refunded at end of applicant's season.
6. Application shall be submitted four (4) weeks before requested use date.
7. Upon approval, the application shall be filed with the Municipal Clerk and the Pine Hill Police Department.
8. Upon approval of application, the applicant is required to sign a Hold Harmless Statement (See Attached).
9. If any other permits or approvals are required from the State, County, Borough or another regulatory agency for the approved use, these are the responsibility of the applicant to obtain at its cost. Copies of any other permit or approval necessary are required to be filed with the office of the Borough Clerk.

#2. Rules and agreements required for the usage of specific Borough Recreation Facilities:

RULES:

1. Vehicles shall park in the areas designated for parking at the site.
2. All trash shall be placed into proper receptacles in such a manner that the trash will not spill out onto any street, parking area or other public place.
3. The proper clean-up of a building's facilities shall include the areas designated as kitchen or serving counters as well as the restrooms.
4. If equipment, tables, chairs, etc. are moved or utilized, they shall be placed back in their original location.

As a field user, you are PROHIBITED from the following actions, activities or behaviors:

1. No person shall smoke in any Borough Building or on Borough Recreation Fields.
2. No person shall consume, or possess alcoholic beverages in, or around Borough buildings, or on any Borough property, or recreation fields.
3. No person shall assign a Recreation Field/Building to another group or organization.
4. No person shall willfully mark, deface, disfigure, injure, tamper with, displace or remove any buildings, bridges, tables, benches, fireplaces, railings, paving materials, public utilities or appurtenances thereof, signs, notices or placards (whether temporary or permanent), monuments, stakes, posts, or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
5. No person shall pick flowers, foliage, berries or fruit or cut, break, dig up or in any way mutilate or injure any tree, shrub, plant, fern, grass, turf, railing, seat, fence, structure or any other object within a Borough park or recreation area.
6. No person shall plant or bring into or upon any Borough of Pine Hill park or recreation area any tree, shrub, or plant or any newly plucked branch or portion of a tree, shrub or plant without written permission from the governing body.
7. No person shall dig up, excavate, quarry, or remove any dirt, stone, rock, sand or other substance whatever, or set off any blast, or cause or assist in doing any of said things within a Borough of Pine Hill park or recreation area.
8. No person shall build, construct, tear down, improve or alter any buildings or recreation fields or Borough property without written permission from the governing body.
9. No person who is not a Borough employee or approved volunteer, shall perform field maintenance in any Borough of Pine Hill park or recreation area without written permission from the governing body prior to any work being performed.
10. No person shall construct or erect any building or structure of whatever kind (whether permanent or temporary) or run or string any public service utility into, upon, or across such lands, except on special written permit issued hereunder.
11. No person shall damage, cut, carve, transplant or remove any tree or plant, or injure the bark, or pick flowers or seed of any tree or plant, dig in or otherwise disturb grassed areas, or in any other way injure the natural beauty or usefulness of any area.
12. No person shall climb any tree or walk, stand or sit upon monuments, vases, planters, fountains, railings, fences or upon any other property not designated or customarily used for such purposes.

13. No person shall Set up tents, shacks, or any other temporary shelter for the purpose of overnight camping, nor shall any person leave in a park after closing hours any movable structure or special vehicle to be used or that could be used for such purpose, such as a house-trailer, camp-trailer, camp-wagon, or the like except in those areas designated by the Borough of Pine Hill for those purposes.
14. No person shall paste, glue, tack, or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect, or cause to be erected, any sign on any park lands or roads in any park.
15. No group of ten or more persons shall use a Borough park, recreation area or playground without first having obtained a permit approved by the Board of Recreation Commission from the Borough Clerk's office at least 15 days before the proposed date of use. Group use shall be limited to designated areas. Adult supervision of children's groups is required at all times.
16. No person shall call or hold any public meeting or give any concert or public entertainment of any kind within a Borough of Pine Hill park, recreation area or playground without first having obtained written permission from the Board of Recreation Commission by applying to the Borough Clerk's office for same in writing at least fifteen days before the proposed date of use.
17. No person shall use loudspeakers, public address systems or amplifiers within a Borough of Pine Hill park or recreation area without first having obtained written permission from the board of recreation commission by applying to the Borough Clerk's office for same in writing at least 15 days before the proposed date of use.

As a field user, you are RESPONSIBLE and must adhere to the following:

1. Maintaining restrooms, washrooms and any other buildings used in a neat and sanitary condition.
2. Deposit any bottles, broken glass, ashes, paper, boxes, cans, dirt, garbage, refuse, or organic or inorganic solid or liquid waste in the designated trash cans. If after use all receptacles are full, all additional items noted must be bagged and placed at the large dumpster located in the parking area.

NOTE: The Complexes are inspected prior to, and after, use by Pine Hill Public Works. If upon inspection, the Department of Public Works is required to complete the “Responsibilities” noted, the cost concerning the time required to complete the task will be deducted from the \$500.00 deposit depicted in #5 of the “Application Process”. Report any damage or problems to Borough Hall at 783-7400, ext. 200

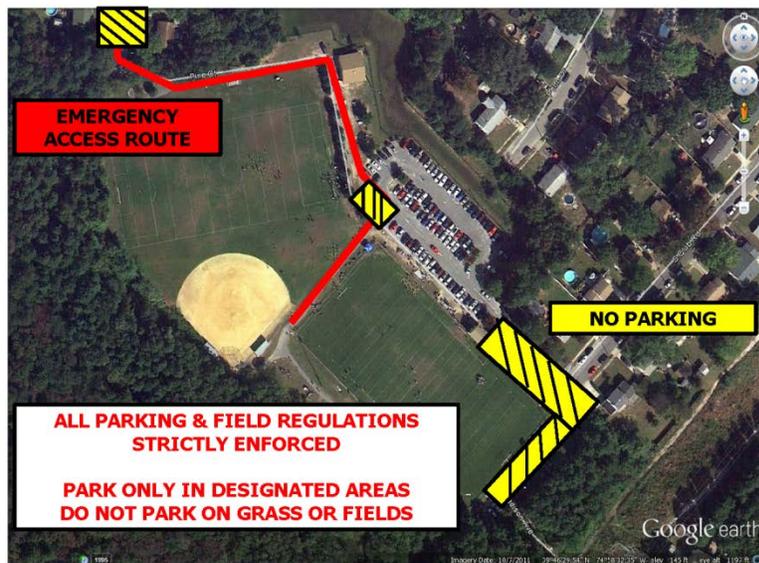
RESPONSIBLE OFFICIAL BODY:

The Pine Hill Recreation Commission has the responsibility to oversee, maintain and approve the application(s) and schedule(s) for the use of the Borough's recreation facilities. The Recreation Commission has authorized the Borough Public Works Department to perform periodic site inspections to assure that the applicant/organization has complied to all stipulations for use of recreation facilities. Failure to comply will result in penalties and/or forfeiture of use.

In the event of a violation of the rules on field/building use or damage to Borough facilities, the Recreation Commission has authorized the following procedure to be used, unless the conduct requires immediate revocation of use:

- A. First Offense -Written Notification of offense issued by Borough Administrator.
- B. Second Offense -Suspension of privileges issued by Borough Administrator pending review by Recreation Committee on return to field/building. Written notice provided of suspension and opportunity to meet with Recreation Committee on offense.
- C. Third Offense –Field/Building privileges revoked by Borough Administrator for period to be determined by Recreation Committee which could carry over to a following season. Written notice of revocation and opportunity to meet with Recreation Committee on offense.

The Recreation Commission operates within the power and authorization of Pine Hill Borough Ordinance 24-1.2 through 24-1.7 titled Public Use and Availability of Park and Recreation Areas.





PINE HILL POLICE DEPARTMENT COMMUNITY ADVISORY



LOCATION	Charles Bowen Complex	DATE	August 1, 2012
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In an effort to improve the quality of the user's experience while attending or participating in events at the Charles Bowen Complex, organization leaders, coaches, parents and all other users are reminded Pine Hill Ordinance 24-1 (Use of Parks and Recreation Areas) regulates banned activities in the designated areas. The Ordinance is available on-line at www.codedsystems.com. There will be zero tolerance for conduct enumerated in section 24-1.1, including but not limited to;

- Leaving a vehicle standing or parked at night in established parking areas or elsewhere in the park areas. No motor vehicle shall be parked in said park areas from one half hour after sunset until sunrise, except as otherwise permitted. **BO 24-1.1(l)**
- Bringing alcoholic beverages or drink same at any time except in such areas and under such regulations as may be designated and permitted by the Borough of Pine Hill. **BO 24-1.1(w)**
- Building, or attempt to build, a fire except in such areas and under such regulations as may be designated by the Borough of Pine Hill. No person shall drop, throw or otherwise scatter lighted matches, burning cigarettes, cigars, tobacco, paper or other flammable material within any park or on any highways, roads, or streets abutting or contiguous thereto. **BO 24-1.1(aa)**
- Being under the influence of intoxicating beverages, drugs or narcotics. No person shall possess or distribute for consumption alcoholic beverages without the required permits issued from the borough clerk's office, and the approval of the governing body. No person shall possess, distribute or consume drugs, or narcotics in or upon any borough park or recreation area. **BO 24-1.1(gg)**
- Building, lighting or maintaining a fire within a Borough of Pine Hill park or recreation area except in a permanent grill installed, maintained or designated for that purpose by the Borough of Pine Hill. Portable grills and camp stoves are prohibited. **BO 24-1-1(mm)**

There will be zero tolerance for conduct violating the following additional Pine Hill Borough Ordinances;

- Possession of unsealed containers of alcoholic beverages or consuming of alcoholic beverages while in or on a public street, lane, sidewalk, public or quasi-public place or in any public conveyance or in a private motor vehicle while the same is in motion or parked in any public street, lane or public parking lot... **BO 3-13.1**
- Using, operating, parking, locating or permit the use, operation and/or parking of any motor vehicle upon any public playground, open space, ball field, or publicly-owned recreation area located within the Borough of Pine Hill. **BO 3-15.1**

Users are also reminded of the designated hours for the opening and closing of the parks and playgrounds;

- Parks and playground areas of the Borough of Pine Hill shall be open to the public from dawn to dusk only except in those areas lighted for night activities; provided, however, that all lights shall be extinguished at 9:30 p.m. prevailing time, Sundays to Thursdays, and at 10:30 p.m. prevailing time, Fridays and Saturdays. In the event there is a special occurrence held by the controlled youth organizations within the municipality, lights may be on later than 9:30 p.m. prevailing time, but only until such activities have been completed and visitors have left the area. **BO 24-1.2**

Several changes have been made to ease the traffic congestion and ensure a clear entrance for emergency vehicles to the park and into the field areas. These regulations will be strictly enforced and summons will be issued for any violations of the following statues;

- Vehicles are prohibited from parking in the following locations relating to the Charles Bowen Complex and shall be a violation of N.J.S.A. 39:4-138.g:
 - "No Parking" area at emergency entrance off of North Drive
 - "No Parking" area in the main parking area, adjacent to the marked handicapped parking
 - "No Parking" area along entrance/exit off of S. Club Road
- Unauthorized parking in the designated handicapped parking shall be a violation of N.J.S.A. 39:4-130.o

Authorized users of the Charles Bowen Complex are encouraged to use the designated overflow parking at the John Glenn Elementary School on Turnersville Road and at the end of Madison Avenue. Both of these areas are within a short walking distance to the fields and will ease congestion at the complex. Thank you in advance for your adherence to all of the regulations designed to ensure a safe and fun experience for the users of the parks.

DATE/TIME OF RELEASE	RELEASE PREPARED BY	RELEASE APPROVED BY
August 1, 2012 10:00am	Chief Christopher Winters	Chief Christopher Winters

BOROUGH OF PINE HILL

FACILITY & FIELD USE PERMIT APPLICATION AND AGREEMENT

HOLD HARMLESS AGREEMENT

Name of Group: _____

Facility/Field Requested: _____

This Permit is issued to the applicant identified above for the purpose of conducting the specified event at the designated Borough of Pine Hill facility/field. In accepting this Permit, the applicant, for itself, its members, guests, participants and invitees, accepts and assumes the risk of all conditions existing in the area covered by this Permit, including ingress and egress to the area. The applicant further agrees to hold harmless the Borough of Pine Hill and its elected and appointed officials, agents, all Borough employees, and volunteers from any and all risks, liability, injury, damage, loss or costs to all persons and property arising out of the use of the property covered by this Permit; and also agrees to waive and relinquish all claims and cause or causes of actions of every kind and to indemnify the Borough of Pine Hill and its elected and appointed officials, agents, all Borough employees and volunteers for the defense of any such claim or action and the losses or damage resulting from the acts or omissions by the applicant or from any of its members, guests, participants, visitors or any other person attending the event herein identified, including attorney fees; regardless of whether the loss or damage was caused by or arises out of negligence of the Borough of Pine Hill or any of its elected or appointed officials, agents, employees, volunteers or otherwise. We further agree to reimburse the Borough of Pine Hill for any and all expenses, attorney's fees or other costs incurred in the enforcement of this waiver and indemnification.

Signature-Authorized Applicant Representative

Date

Signature – Authorized Alternative Applicant Representative

Date

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APPLICATION TO REQUEST USE OF PINE HILL BOROUGH RECREATION FACILITIES

FACILITY: _____ Pine Hill Recreation Center (aka Michael DeMarco Recreation Center) administered by the Pine Hill Youth Association

_____ Joey Green Baseball/Softball Field Site & Buildings

_____ Charles Bowen Baseball/Softball Field, Football fields & Buildings

_____ Other Recreational Site _____
(List Name & Location)

Date of Application: _____

Name of Applicant/Organization _____

Address: _____
(Street) (City) (Zip)

Phone Number: _____

Contact/Responsible Person: _____

Address: _____
(Street) (City) (Zip)

Phone Number: _____

Purpose of Use: _____

**Note: If more space is needed, please continue explanation on the bottom of Page 2.

In the event this request is approved, the _____ agrees to comply with all procedures, regulations and stipulations required by the Borough of Pine Hill

for the usage of their recreational and/or park facilities as stated in the attached “*required procedures for submitting a request for the use of specific Borough Recreation Facilities.*”

(Signature of Applicant/Organization Representative)

NOTE: The Complexes are inspected prior to, and after, use by Pine Hill Public Works. If upon inspection, the Department of Public Works is required to complete the “Responsibilities” noted, the cost concerning the time required to complete the task will be deducted from the \$500.00 deposit depicted in #5 of the “Application Process”. Report any damage or problems to Borough Hall at 783-7400, ext. 200

Insurance Policy Number: _____

Insurance Company: _____

(Copy of insurance policy, naming the Borough of Pine Hill, its elected and appointed officials, employees, agents and Recreation Committee Members as Additional Insured)

Pine Hill Recreation Center (aka Michael DeMarco Recreation Center)

(Pine Hill Youth Association controls concession and approval/denial is their responsibility)

- _____ Meeting Room
- _____ Kitchen
- _____ Basketball apparatus
- _____ Other _____

- _____ Gymnasium
- _____ Use of restrooms

(Describe additional requested usage)

Joey Green Field Complex facility, specific usage request:

- _____ Baseball field(s) for practices
- _____ Baseball field(s) for games
- _____ Other _____

- _____ Softball field(s) for practices
- _____ Softball field(s) for games
- _____ Use of restrooms

(Describe additional requested usage)

_____ Dates & Time(s) of use: _____

_____ Concession stand/building
(Pine Hill Youth Association controls concession and approval/denial is their responsibility)

Charles Bowen Field Complex facility specific usage request:

_____ “A” game field (restricted usage)

_____ “B” field for practice

_____ Use of concession stand

_____ “B” field for games

_____ Use of restrooms

_____ Baseball/Softball field

_____ Other _____

(Describe additional requested usage)

_____ Date(s) & Time(s) of Use _____

Other Borough Recreational Sites (Specific Usage Request)

_____ Site _____

_____ Purpose _____

_____ Date(s) & Time(s) of use _____