



Tel: 973-428-2463

Fax: 973-428-9251

**HANOVER TOWNSHIP BOARD OF RECREATION COMMISSIONERS**  
15 North Jefferson Road  
Whippany, New Jersey 07981

**2018 SPRING APPLICATION FOR BALLFIELD USAGE**  
**Applications Available 1-15-18 Return by 2-15-18**

Team/Organization: \_\_\_\_\_ Adult Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Field requested: \_\_\_\_\_

Purpose for which field is requested: \_\_\_\_\_

Day(s) of Week requested: \_\_\_\_\_

Times requested: Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Additional Comments: Include field markings, (Soccer field sizes/dimensions), (Baseball/Softball – pitcher's mound and base distances, etc...)

---

---

---

---

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Group Representative

\_\_\_\_\_  
Print Name

TOWNSHIP OF HANOVER  
BOARD OF RECREATION COMMISSIONERS

FIELD RULES AND REGULATIONS

1. This will serve as your permit. It certifies that all requirements of the Recreation Commission have been met. Please have this permit with you anytime you are using the field.
2. A complete roster of all league members, including home address and phone number, should be posted given to the Recreation Dept. prior to field usage.
3. Vehicles should be parked in designated spots only.
4. No alcoholic beverages are permitted in accordance with Ordinance 8-60 and 3-79 and the New Jersey State Statute for school property. This includes parking areas as well. All playing facilities and parking lots must be vacated at the conclusion of the game. NO LOTTERING
5. Field area shall be cleaned of litter after each game.
6. Positively no glass bottles of any type are allowed in, on, or around the playing site.
7. Teams may wish to bring a rake along to smooth out any rough areas after other practices or games have ended.
8. Teams within the same league sharing fields: It will be the responsibility of the league to arrange practice dates/times.
9. All problems should be reported to the Recreation Dept. within 24 hours of the said incident. Accident reports MUST be filled out in the Recreation Office the day after the incident occurs (Monday for weekend games/practices).
10. CLOSED TO THE PUBLIC field signs, when posted, must be obeyed at all times. Any team playing with a closed sign will automatically have their permit revoked by the Board of Recreation Commissioners. Signs will be posted by 3:30PM
11. Failure to comply with any of the above rules may result in the revocation of this permit by the Township of Hanover Board of Recreation Commissioners.

**PRIORITY USAGE FOR SEASON PERMITS**  
**ON ATHLETIC FIELDS**

The following lists, in priority order, the groups and organizations permitted to use Athletic Fields within Hanover Township:

- Hanover Township Recreation Department Programs
- Hanover Township Board of Education and Hanover Park Regional Board of Education
- Hanover Township Recognized Youth Sports Groups
  - Hanover Township Little League
  - Hanover Township Soccer Club
  - Hanover Township Youth Athletic Association
- Hanover Township Recognized Youth Groups
  - Scouts
- 100% Hanover Township Resident Groups
- Partial Hanover Township Resident Groups
- Non-Hanover Township Resident Groups

NOTE: The Recreation Commission reserves the right to review, approve and/or reject any user application.

INSTRUCTION SHEET

CERTIFICATION OF INSURANCE AND PARTICIPANT WAIVER  
STATEMENT REQUIREMENTS APPLICABLE TO  
HOLD HARMLESS AGREEMENT

UTILIZATION OF PARK AND RECREATIONAL FACILITIES  
BY INDIVIDUALS, CORPORATIONS AND ORGANIZATIONS

Dear Facility User:

The Township of Hanover appreciates the opportunity to provide a service to you. We ask your cooperation and assistance in following all applicable regulations and ordinances governing the conduct of activities within our parks and recreational facilities.

In order to protect the interest of the Township and all participant users, there are certain mandatory insurance requirements. Prior to the issuance of any approval for the use of a park or recreational facility, an organization or corporation requesting approval must submit an ORIGINAL CERTIFICATE OF INSURANCE bearing the following information:

1. Comprehensive General Liability Insurance in minimum limits of \$1 million CSL per occurrence and in the aggregate for bodily injury and property damage. Under this category, medical expense insurance (any one person) with a minimum of \$15,000.00 should also be provided.

2. If possible, the organization or corporation shall also make every effort to carry excess liability umbrella coverage in the minimum amount of \$1 million per occurrence and in the aggregate.

3. The effective policy dates all currently valid and unexpired must be shown for each type of insurance shown on the Certificate of Insurance.

4. The Township of Hanover must be named as "ADDITIONAL INSURED" on the Certificate of Insurance.

5. The Certificate should list the following information under "Certificate Holder":

Township of Hanover  
PO Box 250  
1000 Route 10  
Whippany, NJ 07981  
ATTN: Deniso M. Brennan, Superintendent,  
Recreation and Park Administration Department

6. The original Certificate of Insurance must also bear an original signature. Photocopies, faxed or carbon copies of Certificates of Insurance are unacceptable.

**7. PARTICIPANT WAIVER STATEMENT:**

In utilizing a playing field, members of both teams must sign a "Participant Waiver Statement". Prior to executing the form, each team member should carefully read the provisions of the Waiver Statement in order to understand the Township's pre-requisites for playing. At the bottom of the form, the team captain must sign the Form and have it notarized in the presence of a valid Notary Public.

8. PLEASE BE ADVISED THAT APPROVAL TO USE ANY PLAYING FIELD, PARK AND/OR ANY OTHER RECREATIONAL FACILITY SHALL BE WITHHELD PENDING THE SUBMITTAL OF THE COMPLETED HOLD HARMLESS AGREEMENT AND THE SUBMISSION OF THE CERTIFICATE OF INSURANCE AND PARTICIPANT WAIVER STATEMENT. THESE DOCUMENTS MUST BE SUBMITTED IN ACCORDANCE WITH THE INSTRUCTIONS SET FORTH IN THIS MEMORANDUM. ALL OF THE DOCUMENTS NOTED ABOVE SHOULD BE SUBMITTED TO THE SUPERINTENDENT OF PARKS AND RECREATION AT LEAST TEN (10) BUSINESS DAYS IN ADVANCE OF ANY ONE (1) DAY EVENT OR SEASONAL ARRANGEMENT IN ORDER TO GUARANTEE SUFFICIENT TIME TO REVIEW AND PROCESS THE PAPERWORK.

**9. COMPLIANCE WITH TOWNSHIP SPECIFICATIONS FOR FIELD BASES:**

Softball and baseball teams must conform to the specifications for ball field bases. Prior to the granting of an approval for any one day event or in the case of a seasonal approval, the Department of Recreation and Park Administration must examine the bases to make certain that they are in conformity with the Township requirements.

**10. COMPLIANCE WITH ALL TOWNSHIP ORDINANCES AND REGULATIONS:**

The applicant agrees to comply in full with all Township ordinances and regulations governing the use of any Township property including Township facilities, parks, playground and athletic fields. Furthermore, the applicant

acknowledges and understands that the Township prohibits the dispensing or consumption of any alcoholic beverage on Township property and that it will bear full responsibility for the violation of this ordinance provision by any of its participants.

Thank you for your anticipated cooperation and assistance.

Joseph A. Giorgio, R.M.C.  
Business Administrator/  
Township Clerk

JAG/cl

07/15/16

TOWNSHIP OF HANOVER  
Department Of Administration  
1000 ROUTE 10  
P.O. BOX 250  
WHIPPANY, NJ 07981-0250



JOSEPH A. GIORGIO, MPA, RMC  
Business Administrator/Township Clerk  
Tel: (973) 428-2466  
Fax: (973) 345-6683  
Jgiorgio@hanovertownship.com

TOWNSHIP OF HANOVER

HOLD HARMLESS AGREEMENT

EXCEPT AS OTHERWISE NOTED FOR SIGNATURES, THIS AGREEMENT IS TO  
BE TYPED OR HAND PRINTED

Date of Submission: \_\_\_\_\_

IN SIGNING THIS HOLD HARMLESS AGREEMENT, THE INDIVIDUAL AND/OR  
ORGANIZATION OR CORPORATION NAMED BELOW AGREES TO RELEASE,  
INDEMNIFY AND HOLD HARMLESS THE TOWNSHIP OF HANOVER FROM AND  
AGAINST ANY LOSS, DAMAGE, OR LIABILITY INCLUDING ATTORNEYS' FEES  
AND EXPENSES INCURRED BY THE TOWNSHIP AND THEIR RESPECTIVE  
EMPLOYEES, AGENTS, VOLUNTEERS OR OTHER REPRESENTATIVES ARISING  
OUT OF, OR, IN ANY MANNER RELATING TO THE USE OF THE TOWNSHIP  
FACILITY, PARK OR ATHLETIC FIELD LOCATED AT \_\_\_\_\_

1. DEFINITIONS:

"I/we me/my" shall mean

INDIVIDUAL:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

ORGANIZATION: (if applicable):

Name: \_\_\_\_\_

c/o: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PLEASE NOTE: ALL APPLICATIONS REQUIRE THE SUBMISSION OF AN ORIGINAL CERTIFICATE OF INSURANCE NAMING THE TOWNSHIP OF HANOVER AS AN "ADDITIONAL INSURED"**

**CORPORATION: (if applicable):**

Person Responsible: \_\_\_\_\_

Business Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**2. GENERAL INFORMATION:**

Date of Activity: \_\_\_\_\_

Site: \_\_\_\_\_

If permission is sought for a seasonal activity, please state the starting month and ending month for the activity:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
Month Month

**HOURS SITE IS NEEDED:**

FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

**ACTIVITY TO BE HELD: (describe in detail)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PLEASE BE ADVISED THAT THE TOWNSHIP PROHIBITS THE DISPENSING AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON ANY TOWNSHIP PROPERTY IN ACCORDANCE WITH SECTION 82-5.A. OF CHAPTER 82 OF THE CODE OF THE TOWNSHIP ALCOHOLIC BEVERAGES AS FOLLOWS:

"A. No person shall consume alcoholic beverages or be in possession of any open container of alcoholic beverages on any of the public streets, sidewalks, parking lots or shopping plazas which are open to the public at large, whether publicly or privately owned, roadways, pathways, playgrounds, parks or outdoor facilities owned or operated by the Township of Hanover...at any hour of the day or night..."

PLEASE REFER TO THE ATTACHMENT FOR SPECIFIC INSTRUCTIONS ON CERTIFICATE OF INSURANCE AND PARTICIPANT WAIVER STATEMENT REQUIREMENTS.

By signing this application, applicant agrees to provide the Township with the required Certificate of Insurance naming the Township as an "additional insured." In addition, the applicant agrees to comply in full with all Township ordinances and regulations governing the use of any Township property including Township facilities, parks, playground and athletic fields. Furthermore, the applicant acknowledges and understands that the Township prohibits the dispensing or consumption of any alcoholic beverage on Township property and that it will bear full responsibility for the violation of this ordinance provision by any of its participants.

3. LEGAL SIGNATURE:

(a) Individual: \_\_\_\_\_  
(Signature)

Please print name in full as it appears above:

\_\_\_\_\_

Please print name in full

Title: \_\_\_\_\_

on behalf of: \_\_\_\_\_

(Organization)

\_\_\_\_\_  
(Corporation)

TOWNSHIP OF HANOVER APPROVAL

Signature of Authorizing Official: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

ORDINANCE NO. 4-2016

AN ORDINANCE OF THE TOWNSHIP COMMITTEE AMENDING AND SUPPLEMENTING SECTION 125-2, ENTITLED RAFFLE LICENSING FEES AND SECTION 125-4 ENTITLED "RECREATION DEPARTMENT FEES" UNDER CHAPTER 125 OF THE CODE OF THE TOWNSHIP OF HANOVER ENTITLED FEES WITH THE INCLUSION OF NEW RESIDENT AND NON-RESIDENT POOL MEMBERSHIP FEES FOR THE YEAR 2016 BEE MEADOW SWIMMING POOL SEASON AND OTHER RECREATION DEPARTMENT FEES

WHEREAS, a need exists to update the Township's Raffles Licensing Fees to bring them current with the Fee Schedule required by the New Jersey State Legalized Games of Chance Control Commission; and

WHEREAS, in addition, the Board of Recreation Commissioners, in a memorandum dated January 20, 2016 to the Mayor and Township Committee have recommended certain increases in the pool membership fees for the 2016 Bee Meadow Swimming Pool Season as well as amendments to the Recreation Department's facility and picnic fees; and

WHEREAS, the Township Committee has carefully reviewed the recommended fees and concurs that the proposed new rates are reasonable and fair and should be adopted; and

WHEREAS, in accordance with the Commissioner's recommendations, and, its own review, the governing body has decided to amend and supplement Section 125-4. of Chapter 125 of the Code of the Township of Hanover, entitled "Recreation Department Fees", with the inclusion of the Bee Meadow Swimming Pool Membership Fee Schedule which reflect the new pool membership fees for the year 2015 Summer Season.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Hanover in the County of Morris and State of New Jersey as follows:

Section 1. Section 125-2. Fees Collected Through Clerk's Office is hereby amended and supplemented with the inclusion of new raffle and bingo licensing fees as follows:

- A. Raffles:  
On Premise Draw Raffles: Awarding cash or merchandise as a prize; \$20.00 for each day for which a drawing is held;
- B. Off Premise Draw Raffles: Awarding merchandise as a prize; \$20.00 per \$1,000.00 or part thereof of the retail value of the awarded prize(s);
- C. Non-Draw Raffles: Carnival Wheels and Games; \$20.00 for each wheel or game conducted on any day of series of six (6) consecutive days in one week;
- D. Off-Premise Draw Raffles: Awarding cash as a prize (50/50); \$20.00 per \$1,000.00 or part thereof of the retail value of the awarded prize(s); and
- E. Bingo:  
\$20.00 for each occasion.

Fees for Bingo licenses and Raffles licenses in categories A, B and C above are due in full at the time the application is filed with the Township. For raffle licenses in category D., a \$20.00 fee is due at the time the application is filed; and, if the awarded prize(s) exceeds \$1,000.00 an additional fee of \$20.00 per \$1,000.00 or part thereof awarded as a prize is due upon filing of the Report of Operation.

Section 2. Section 125-4. of the Code of the Township of Hanover is hereby amended and supplemented with the inclusion of the following year 2016 Swimming Pool Membership Fees for Residents and Non-Residents who pay prior to April 22, 2016 and after April 22, 2016 as follows:

Discounted and New Member Rates Payment On or Before April 22, 2016				Returning Members Payment After April 22, 2016:			
Membership Category	Membership Fee			Membership Fee			
Resident Family	\$340.00			\$365.00			
Resident 2-Person Same Household	\$295.00			\$320.00			
Resident Single	\$230.00			\$255.00			
Resident Associate	\$185.00			\$210.00			
Resident Senior Couple	\$210.00			\$235.00			
Resident Senior Single	\$135.00			\$160.00			
Non-Resident Family	\$550.00			\$580.00			
Non-Resident 2-Person Same Household	\$485.00			\$510.00			
Non-Resident Single	\$410.00			\$435.00			

Non-Resident Associate	\$365.00				\$390.00		
Non-Resident Senior Couple	\$380.00				\$405.00		
Non-Resident Senior Single	\$305.00				\$330.00		
Resident Swim Team	\$150.00						
Non-Resident Swim Team	\$175.00						

**Section 3.** Section 125-4. Is hereby amended and supplemented as follows to include the following new fees:

Guest Fees for Year 2016 Season:

The guest fees for adults and children visiting the Bee Meadow Swimming Pool on weekdays, weekends and holidays shall be as follows:

Guest Punch Card: 10 Guests for \$55.00 – No expiration date – Purchased at Pool Office.

Guest Punch Card: 5 Guests for \$25.00 -- No expiration date -- Purchased at Pool Office.

Adults:

Daily..... \$ 8.00

Weekends and Holidays.....\$ 9.00

Children:

Daily.....\$ 7.00

Weekends and Holidays.....\$ 8.00

The number of times a guest may come to the pool is at the discretion of pool management.

**Section 4.** Section 124-4. Entitled "Recreation Department Fees". Is also amended and supplemented with the inclusion of new Team Registration Fees as set forth on pages 125:10 and 125:11 as follows:

Season		A	B	C	D
Spring		\$150.00	\$200.00	\$300.00	\$500.00
Summer		\$150.00	\$200.00	\$300.00	\$500.00
Fall		\$150.00	\$200.00	\$300.00	\$500.00
Winter	N/A	N/A	N/A	N/A	N/A

NOTE: Registration fees include base fee for all categories.

On page 125:11 under Section 124-4., the Registration Categories are amended and supplemented as follows:

- A. 100% of Team members are residents of Hanover Township -- only base monthly fee required per season;
- B. 51% or more of Team members are residents of Hanover Township;
- C. 50% or less of Team members are residents of Hanover Township; and
- D. 100% of Team members are non-residents of Hanover Township.

The period between June 16 and June 30 may include seasonal overlap.

Groups Exempt from Team Registration Fees: Teams sponsored by the Hanover Township Department of Recreation, the Hanover Township Little League, Hanover Township Youth Soccer Association and the Hanover Township Youth Athletic Association (Football) shall be exempt from paying team registration fees.

Section 5: The following new fee is added under Section 124-4, as follows:

Light Fees for Athletic Fields:

Three (3) hour minimum slots as follows:

- Category "A": \$15.00 per hour
- All Other Categories: \$30.00 per hour

Section 6. The governing body hereby authorizes the Department of Recreation and Park Administration to host an "End of Season -- One Day Pass" promotional for residents only to utilize the Bee Meadow Swimming Pool on a daily basis, at a cost of \$10.00 per day for the period beginning August 19, 2016 and ending on September 5, 2016.

Section 7. If a current resident or non-resident pool member refers a new resident or non-resident to join the pool based on the membership categories described in Section 1. above, the resident or non-resident pool member making the referral shall receive a refund of 15% on the type of membership referral. The refund will be made at the conclusion of the pool season. However, the refund shall not exceed the cost of their original membership. The following charts show the refunds that would be made to each resident and non-resident pool membership for making a referral:

A. Refund Chart for Resident Memberships Making Referrals:

<u>Membership Category:</u>	<u>Season Rate:</u>	<u>Referral Refund:</u>
Family	\$340.00	\$ 51.00
Two-Person	295.00	44.25
Single	230.00	34.50
Associate	185.00	27.75
Senior-Couple	210.00	32.50
Senior-Single	135.00	20.25

B. Refund Chart for Non- Resident Memberships Making Referrals:

<u>Membership Category:</u>	<u>Season Rate:</u>	<u>Referral Refund:</u>
Family	\$555.00	\$ 83.25
Two-Person	485.00	72.75
Single	410.00	61.50
Associate	365.00	54.75
Senior-Couple	380.00	57.00
Senior-Single	305.00	45.75

Section 8. All ordinances or parts of ordinances inconsistent herewith are repealed to the extent of such inconsistency.

Section 9. In case for any reason, any fees or any Section or provision of this Ordinance shall be declared unconstitutional or invalid, the same shall not affect any other membership fee or program fee, or any Section or provision of this Ordinance except insofar as the membership fee or program fee so declared unconstitutional or invalid, shall be severed from the remainder of this Ordinance or any portion thereof.

Section 10. This ordinance shall take effect in accordance with law.

TOWNSHIP COMMITTEE  
TOWNSHIP OF HANOVER  
COUNTY OF MORRIS  
STATE OF NEW JERSEY

DATE OF INTRODUCTION: January 28, 2016

DATE OF ADOPTION: February 11, 2016

NOTICE OF INTRODUCTION

NOTICE IS HEREBY GIVEN, That the foregoing Ordinance was submitted in writing at a meeting of the Township Committee of the Township of Hanover, in the County of Morris and State of New Jersey, held on the 28<sup>th</sup> day of January, 2016, introduced and read by title and passed on first reading and the Governing Body will further consider the same for second reading and final passage thereof at a meeting to be held on the 11<sup>th</sup> day of February, 2016, at 8:30 o'clock in the evening prevailing time, at the

Municipal Building, 1000 Route 10, Whippany, in said Township of Hanover, at which time and place a public hearing will be held thereon by the Governing Body and all persons and citizens in interest shall have an opportunity to be heard concerning same.

JOSEPH A. GIORGIO; TOWNSHIP CLERK  
TOWNSHIP OF HANOVER  
COUNTY OF MORRIS  
STATE OF NEW JERSEY

DATED: February 3, 2016



Tel: 973-428-2463

Fax: 973-428-9251

HANOVER TOWNSHIP BOARD OF RECREATION COMMISSIONERS  
15 North Jefferson Road  
Whippany, New Jersey 07981

BALLFIELD USAGE TEAM ROSTER

<i>Name</i>	<i>Street Address</i>	<i>City/Town</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		





Tel: 973-428-2463

Fax: 973-428-9251

HANOVER TOWNSHIP BOARD OF RECREATION COMMISSIONERS  
15 North Jefferson Road  
Whippany, New Jersey 07981

BALLFIELD USAGE COACHES/ADULT SUPERVISORS

	<i>Name</i>	<i>Street Address</i>	<i>City/Town</i>	<i>Email</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				