

**TOWNSHIP OF LONG HILL  
DEPARTMENT OF PARKS & RECREATION  
Facilities Use Request**



**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Town, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Contact for Field Cancellations:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

Please Note: The 2 multipurpose fields are at the Matthew G. Kantor Memorial Park (formerly known as “Riverside Park”)

	Date(s)	Time(s)	Resident	Non Resident	Resident Commercial	Non-Resident Commercial	Total \$
Kantor Park Turf Field #1			\$50/ 2 hours	\$200/ 2 hours	\$150/ 2 hours	\$200/ 2 hours	
Lights on Turf Field #1			\$20/hr	\$30/hr	\$30/hr	\$30/hr	
Kantor Park Grass Field #2			\$25/ 2 hours	\$45/ 2 hours	\$60/ 2 hours	\$110/ 2 hours	
Kantor Park Pavilion			\$25/ 4 hours	\$50/ 4 hours	<b>X</b>	<b>X</b>	
Bocce Ball Courts			<b>X</b>	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Horseshoe Pits			<b>X</b>	\$40/ 2 hours	\$50/ 2 hours	\$100/ 2 hours	
Kantor Park Basketball Court			\$25/ 2 hours	\$45/ 2 hours	\$60/ 2 hours	\$110/ 2 hours	
Meyersville Baseball/Softball Field			\$25/ 2 hours	\$45/ 2 hours	\$60/ 2 hours	\$110/ 2 hours	
Meyersville Baseball/Softball Field Lights			\$10/hr	\$20/hr	\$20/hr	\$20/hr	
Batting Cage Meyersville Ballfield OR LHBSA			\$10/hr	\$10/hr	\$10/hr	\$10/hr	
Tennis Courts @ Kantor Park or Meyersville Field			<b>X</b>	\$10 / hour	\$15 / hour	\$20 / hour	
Pickleball Court at Meyersville Ballfield	Online registration for residents through Community Pass		<b>X</b>	N/A	N/A	N/A	
Stirling Lake Pavilion (not available to rent when open for members)			\$30/ 4 hours	\$55/ 4 hours	<b>X</b>	<b>X</b>	
Any Other Township-Owned Property (List Name/Area)			TBD	TBD	TBD	TBD	

**Type of Function Facility is to be used for:** \_\_\_\_\_

**# of Participants Anticipated at any given time:** \_\_\_\_\_ (include spectators)

For Field Rentals Only:

**Number of Long Hill Township Residents currently enrolled in your program:** \_\_\_\_\_

**Number of Fields your organization presently has use of** \_\_\_\_\_

**Attach Team Roster(s) with member addresses When Checked** \_\_\_\_\_

This form can be faxed to 908-647-4150 or mailed to 915 Valley Rd. Gillette, NJ 07933

Any questions or concerns please contact the Parks and Recreation Dept. 908-647-8000 ext. 219, ext. 267

Email: [recreation@longhillnj.gov](mailto:recreation@longhillnj.gov), recreationasst@longhillnj.gov

# HOLD HARMLESS AGREEMENT

BETWEEN THE The Township of Long Hill

AND

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address (Not Post Office Box)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Organization Type (Individual, Partnership, Non-Profit Corporation,  
Corporation, Public Entity)

In consideration of the use of \_\_\_\_\_, on the following  
dates: \_\_\_\_\_ for the purpose of \_\_\_\_\_, the  
undersigned agrees to indemnify and hold the **Township of Long Hill** and its officers, agents and employees harmless  
from any and all liability, claims, costs and Attorney's Fees arising out of the use of the property referred to above.

**I understand that this Hold Harmless also requires that the Township of Long Hill is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person**

attending the event herein referred to as well as the negligence of the Township, and its officers, agents and employees for their own negligence. Unless waived in writing by the Township of Long Hill, I agree to furnish a Certificate of Insurance specifically naming the Township of Long Hill as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 per occurrence. Certificate of Insurance must be with an insurer with a Financial Strength Rating of no less than A- as assigned by AM Best. In order to induce the Township of Long Hill to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of persons anticipated is \_\_\_\_\_.
- c. Live entertainment (will) or (will not) be provided.
- d. Other \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ as

the binding act in deed of \_\_\_\_\_  
Name of Organization

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_  
WITNESS  
  
\_\_\_\_\_

CHAPTER XI OF THE TOWNSHIP CODE ENTITLED "PARKS AND RECREATIONAL AREAS"

*STATEMENT OF PURPOSE: To update the rules and regulations for Township parks and recreational areas and to authorize their adoption by resolution.*

BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey as follows:

Section 1. Chapter XI of the Township Code entitled "Parks and Recreational Areas" is hereby amended in its entirety to read as follows:

CHAPTER XI PARKS AND RECREATIONAL AREAS

11-1 Reservation and Use of Fields and Facilities.

Fields and other parks facilities may be reserved by teams, clubs and other organizations or Township residents by filing the appropriate application with the Township Parks and Recreation Director. Fields and other parks facilities shall be utilized in accordance with the schedule and rules established by the Parks and Recreation Director. The Director may give preference to Township organizations and residents in allocating field and facility usage, subject to State law and policies adopted by the Township Committee. Any person who refuses to leave a field or other facility reserved by someone else in accordance with this section, or who refuses to vacate a field or other facility when ordered to do so by the Parks and Recreation Director shall be in violation of this ordinance and shall be subject to the penalties see forth in Section 11-3 below.

11-2 Rules & Regulations

Rules and regulations applicable to Township parks and recreational facilities may be adopted by the Township Committee by resolution. Those rules and regulations are incorporated herein by reference and are enforceable pursuant to Section 11-3 below..

11-3 Violations And Penalties.

Any person who violates any provision of this chapter, including any rules and regulations adopted by the Township Committee by resolution pursuant to Section 11-2 above, shall be liable to the penalties stated in Chapter I, Section 1-5 of this Code.

Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

**Section 3.** In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 4.** This ordinance shall take effect immediately upon final passage and publication as required by law.

*First Reading and Introduction: February 8, 2012*

*1<sup>st</sup> Publication: February 16, 2012*

*Second Reading and Adoption: March 14, 2012*

*2<sup>nd</sup> Publication: March 22, 2012*

*I, Christine A. Gatti Township Clerk of the Township of Long Hill, do hereby certify this document to be a true copy of the original which is on file in my office.*

**TOWNSHIP OF LONG HILL**

**RESOLUTION 12-144**

**ADOPTING RULES AND REGULATIONS FOR TOWNSHIP PARKS**

**WHEREAS**, Township Code Section 11-2 provides that:

"Rules and regulations applicable to Township parks and recreational facilities may be adopted by the Township Committee by resolution. Those rules and regulations are incorporated herein by reference and are enforceable pursuant to [Township Code]

Section 11-3 ..."; and

**WHEREAS**, Township Code Section 11-3 provides that:

"Any person who violates any provision of this chapter, including any rules and regulations adopted by the Township Committee by resolution pursuant to Section 11-2 .

.., shall be liable to the penalties stated in Chapter I, Section 1-5 of [the Township Code]; and

**WHEREAS**, the Township Recreation Advisory Committee has recommended adoption of the "Long Hill Township Parks and Recreation Department Park Rules and Regulations" that are attached hereto;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee, pursuant to the provisions of Section 11-2 of the Township Code, as follows:

1. The Long Hill Township Parks and Recreation Department Park Rules and Regulations, which are attached hereto and incorporated herein by reference, are hereby adopted, effective immediately.

2. These park rules and regulations shall remain in full force and effect until further action of the Township Committee.

3. In accordance with the provisions of Section 11-3 of the Township Code, any person who violates any of these rules and regulations shall be liable to the penalties stated in Section 1-5 of the Township Code.

4. The Township Parks and Recreation Director, in her discretion, may post copies of relevant sections of these rules and regulations at the various Township Parks and Recreation Facilities.

Adopted by Township Committee on March 14, 2012

Amended by Township Committee on December 31, 2015

Amended by Township Committee on March 23, 2016

Amended by Township Committee on February 13, 2019

Amended by Township Committee on March 27, 2024

# Long Hill Township Recreation Dept.

## Park Rules and Regulations

The Long Hill Township Recreation Department Park Rules and Regulations shall be in addition to and not in lieu of any and all other applicable ordinances and State statutes. The rules and regulations established by this section shall be enforceable under Section 11-2 of the Township Code (as amended by Ordinance #297- 12 adopted March 14, 2012). Any person who violates any of these rules or regulations shall be liable to the penalties set forth in Section 1-5 of the Township Code. The Park Rules and Regulations shall apply to all Long Hill public recreational areas including the following:

Matthew G. Kantor Memorial Park  
Stirling Lake-Beach and park areas  
Turtle Rock Park  
Hicks' Tract  
Meyersville Ball Field Complex (including: B a l l f i e l d , Playground, and Pickleball Court)  
All other wholly undeveloped conservation and open space areas or other interests.

1. All township parks are open to the public during daylight hours from sunrise to sundown and will close to all traffic at sundown with the following exceptions: Matthew G. Kantor Turf Field and the Meyersville Ball Field will close at 10pm when the field is lit for scheduled athletic games; closing hour for Stirling Lake Park during ice skating season shall be 10:00pm.
2. The Recreation Department policy on "Inclement Weather" shall be followed at all times. For outdoor activities on all Township property, if you hear thunder or see lightning; all play must stop, and fields must be evacuated. A period of not less than 30 minutes must pass with no lightning or thunder before play can resume.
3. The Recreation Director or designee may close fields or facilities and prohibit use. The Recreation Director or designee will notify any party/parties that have been issued permits of the closure(s). The Recreation Director is to be notified immediately if there are any maintenance or safety issues or damage to fields/facilities/equipment that need to be addressed.
4. No person shall enter an area or facility closed off to the public or remove or adjust an area that has been closed. When the "Fields Closed" signs are displayed, the playing fields are closed for all purposes and to all persons except in cases where special permission has been given to a group/organization, or individual by the Recreation Director.
5. Fields, facilities and equipment are only to be used for their intended purpose unless given a specific permit from the Recreation Director for a limited additional use. With regard to fields, only sports/activities consistent with the field's intended purpose will be allowed. For example, a softball game will not be permitted to be

played on a soccer field.

6. No person shall carry or possess firearms of any type including air rifles, spring guns, bows and arrows, slings or any other weapon potentially dangerous to wildlife and human safety while in any park or recreation area. Shooting into park areas from beyond park boundaries is forbidden.
7. It is unlawful to drive any vehicle on any area except paved roads or parking areas unless directed to do so by the Township.
8. Parking is only permitted in designated spaces. No vehicles shall be left overnight in established parking areas or otherwise while the park is closed.
9. All bicyclists shall ride with reasonable regard to the safety of others. Bicycles cannot be left lying on the ground/pavement or propped up against trees, curbs, etc., in any place where other persons may trip over it or be injured by it.
10. Minibikes, all terrain vehicles, mopeds, snowmobiles, dirt bikes, and all other motorized vehicles are not permitted on any athletic fields, park areas, or recreation areas except when authorized by the Township.
11. Horses and farm animals are not permitted on any athletic fields, park areas, or recreation areas within the township without a specific permit issued by the Recreation Director or the Township Administrator for such use. When an exception is granted, horses and ponies shall be thoroughly broken and properly restrained, ridden with reasonable care and with regard for the safety of others, and shall not be permitted to graze or go unattended.
12. No person shall post any poster, placard or other type of advertisement of a business or an event on Township property without specific permission from the Township.
13. Dogs are permitted at Matthew G. Kantor Memorial Park, Meyersville Ball Field Complex, and throughout Hicks' Tract. They are to be kept under control as not to create a hazard or cause harm to any others in the park or recreation area. At Matthew G. Kantor Memorial Park and Meyersville Ball Field Complex, all dogs must be securely confined and controlled by an adequate leash not more than six (6) feet long. Dogs are not permitted on the turf field at Matthew G. Kantor Memorial Park or on any other playing fields or any marked recreational area such as the horseshoe pits, tennis courts, basketball courts or the playgrounds at Matthew G. Kantor Memorial Park and Meyersville Ball Field Complex.
14. At all recreation areas where dogs are allowed, it is the responsibility of the dog owner to properly clean up after their dog and dispose of any solid waste appropriately. (Ordinance #162-05; section 5-3.3)
15. Leaving an animal unattended and tying or hitching the animal to any plant, shrub, or structure is prohibited within any park or recreation area.
16. Playing tennis is the only activity permitted on the tennis courts/pickleball court. All

other activities including but are not limited to: skating, rollerblading, skateboarding, and bicycling are prohibited.

17. All users of Township parks and recreational facilities shall maintain the cleanliness and sanitary condition of the restrooms/washrooms.
18. No gambling or games of chance are permitted in any park, recreation area or facility without the proper permits.
19. Benches and/or bleachers are not to be moved without the permission of the Recreation Director.
20. No person shall build or attempt to build a fire except in such areas and under such regulations as may be designated by the Township. No person shall drop, throw or otherwise scatter lighted matches, burning cigarettes, cigars, tobacco paper, or other flammable material within any park or recreation area or facility.
21. Smoking is prohibited in all Township parks, playgrounds and recreation areas. (Ordinance # 100- 2, section 1; Ordinance #172-05, section 1)
22. Alcohol is prohibited in all Township parks, playgrounds, and recreation areas. (Ordinance #8-86, section 58-17; Ordinance #234-08, section 2)
23. Skateboarding is prohibited on all Township property.
24. No person shall hunt, kill, trap, pursue, molest, chase, tease, or intentionally frighten any animal, wildlife, reptile, or bird; nor shall he remove or have in his possession the young of any wild animal or the eggs or nest or young of any reptile or bird. Note: an exception is made that snakes known to be poisonous or deadly reptiles may be killed on sight.
25. Turf Field at Matthew G. Kantor Memorial Park  
The synthetic turf field is for the intended use of Long Hill Twp. residents and those individuals/groups with a valid permit. NO sports drinks, soda, coffee, or beverage other than water permitted on the field. NO glass or metal beverage containers permitted. NO food permitted on field. NO seeds, nuts, gum or chewing tobacco. NO dogs or animals permitted on field. NO tent stakes. NO sharp objects that could pierce/damage turf. NO metal cleats or muddy footwear. NO golf practice. NO grilling, open flames, pyrotechnics or fireworks permitted anywhere in park. NO bicycles, scooters, skateboards, rollerblades, hoverboards, etc., permitted. NO unauthorized vehicles. ONLY authorized personnel shall move goals/field equipment.
26. While on Township property, feeding of wildlife is prohibited.

## **Stirling Lake Park**

27. Swimming is only permitted by members of the Lake. At Stirling Lake, access to the water and swimming are only permitted when a lifeguard is on duty. In the colder months, skating is permitted at Stirling Lake by Long Hill residents only when a safety signal is displayed.

28. Dogs are not permitted at the Stirling Lake Park.
29. Fishing is only permitted in the pond (with proper license) and not in the swimming area side of Stirling Lake.
30. The Stirling Lake Pavilion cannot be reserved during regular Stirling Lake swimming hours. Use of the pavilion is intended for all members of Stirling Lake during swimming hours.

## **Permits**

It is the goal of the Long Hill Recreation Department to encourage the usage of its recreational fields and facilities in the support of activities designed to involve Long Hill Residents. The Recreation Department reserves the exclusive right to determine the eligibility of an organization seeking usage of the fields/facilities. The Recreation Department will issue permits in accordance with the following policies and procedures established by the Recreation Dept.in consultation with the Recreation Advisory Committee and adopted by the Township Committee.

1. No commercial use of the fields/facilities/equipment is permitted without an approved permit.
2. Permits for the use and or rental of Township facilities, fields, and/or equipment are handled through the Recreation Department. An authorized permit allows the permit holder to access the facility, field or equipment on the time and date specified on the permit provided all use requirements have been and continue to be met. The holder of a valid permit under this section shall have precedence over all others for the use of the field or other facility.
3. No permits for the use of township parks and recreation areas will be issued without written application. (Exception: The pickleball court at Meyersville Ballfield Complex is reserved through Community Pass, and your receipt acts as your permit.) Fields and other facilities cannot be reserved over the phone. All permit fees are established and passed by resolution by the Long Hill Township Committee. The person whose name will appear on the permit must be the one to make the reservation and provide insurance. A deposit of \$100 is required to reserve a field, facility or equipment. Full payment is required prior to the event. The Recreation Department reserves the exclusive right to determine the eligibility of an organization and to assign a prioritization to any application for the use of Township fields, facilities, and equipment.
4. Pickleball Court At Meyersville Ballfield Complex: Permits/reservations are done through Community Pass, our online registration program. Long Hill residents only can reserve the court for recreational use only for an hour at a time. The person whose name appears on the reservation must be the person using the court; permits/reservations are not transferrable. Pickleball players will bring their own equipment to play. Reservations are limited to one hour per week and can only be reserved one week at a time. Save your receipt from Community Pass, and be prepared to show it, as this will

serve as the permit as well. The court is open sunrise to sundown. All commercial use is prohibited unless the programming is set up by the Recreation Department. Children under 12 are not permitted without adult supervision.

5. All permit holders agree to follow township rules and regulations when reserving and using a recreation area or park.
6. All employees and volunteers of programs sponsored by the Township of Long Hill, or co-sponsored by the Township of Long Hill in connection with the Township of Long Hill Parks and Recreation Department, who have regular, unsupervised access to minors involved in such programs, are required to submit to criminal history background checks. It is the responsibility of any youth organization using the facilities to adhere to the conditions of this policy. A complete copy of this policy is available on our website:  
<https://www.longhillnj.gov/recreation/forms/Resolution%20on%20Background%20Checks.pdf>
7. Permits are required for all groups or organized sports activities seeking to utilize facilities or equipment. For teams requesting usage of Township fields, facilities and equipment and to qualify for "resident" consideration, at least 25% of the applying team's roster must be Long Hill residents. Fees may be waived for organizations where at least 25% of the organization is made up of Long Hill Township residents. (Note: The Township Committee may charge and collect a reasonable service charge from users/renters requiring special maintenance.)
8. When a permit is issued, Long Hill Township assumes no liability for the renter's use of the equipment or facility.
9. The person seeking the permit shall complete in its entirety and file a "Facility Use Request" application with the Recreation Department and provide any other information requested by the Recreation Dept. used in making the fair determination of whether or not a permit will be issued and/or fee charged.
10. The person seeking the permit shall provide the Township with the appropriate insurance required for the event. Long Hill residents utilizing facilities or equipment for private functions must provide a copy of their Homeowner's Declaration page. Nonresidents and residents holding larger organized functions must have general liability insurance that covers the Township and names Long Hill Township as an Additional Insured with limits of \$1,000,000 per occurrence and an aggregate of \$2,000,000. A certificate of insurance, acceptable to the Township Administrator, must be filed with the Township prior to the use of Township facilities or equipment. Insurance Certificate will be required from an insurer with a Financial Strength Rating of no less than A- as assigned by AM Best. In addition, the applicant shall hold the Township harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment or facility in question.
11. All renters (permit holders) agree to complete an Incident Report in the event of any accident or damage that occurs after holding an event in or on a Township

facility or while using Township equipment. This needs to be completed and returned to the Recreation Director within 24 hours of the incident or the next business day.

12. A permit for the use of Stirling Lake Pavilion does not entitle all guests to use Stirling Lake.

Stirling Lake Pavilion reservations are not permitted during the regular Lake hours of operation as the pavilion is used by all patrons with memberships to Stirling Lake.

13. All renters (permit holders) shall be bound by all park rules and regulations and all applicable ordinances fully.

14. The Township has the authority to revoke a permit upon finding a violation of any rule or ordinance or when false information has been provided by the applicant in the application process.

15. A Special Event Permit through the Township Clerk's Office may be required if:

- Attendance exceeds normal capacity for the facility/park being reserved
- Event involves additional vendors or fundraising organization(s) selling merchandise or services
- Event require additional township permits such as permits through the Department of Health or the Fire Official
- Event overspreads the confines of the facility/park and its typical usage
- Event requires additional services from other Township departments such as Public Works, Police, etc.

16. Allow seven (7) business days for the permit application to be processed.