



East Windsor Township

16 Lanning Boulevard, East Windsor, NJ 08520

Rules and Regulations

The use of facilities shall be governed by the following rules and regulations. All requests for exceptions must be submitted in writing and approved by the Township.

General Use Policy

1. East Windsor Township reserves the right to cancel the use of a facility for any date needed for a Township event.
2. Applications must be submitted at least 15 days in advance of the dates needed. The agreement must be signed 7 days prior to the start of the facility usage.
3. All applications for facilities must be submitted in writing. Field allocation meetings may be coordinated with the Township to assist with the scheduling of facilities.
4. Should the same date and time be requested by multiple organizations, the following priority order will be followed:
 - a. Township/Recreation Commission conducted programs
 - b. Township based youth organizations (EWPAL, HEWYBL)
 - c. School District sponsored programs
 - d. Requests by businesses, organizations, groups, and clubs, based in East Windsor Township
 - e. Other outside groups/organizations
5. The approved organization is responsible for the behavior of all persons participating in and/or attending the event/s for which this agreement is made. The organization must provide proper supervision. THE ORGANIZATION CANNOT "SUBLET" THE FIELDS TO ANOTHER ORGANIZATION.
6. Any group wishing to sell anything at their event must acquire appropriate permits from the Township Clerk's Office.
7. Any groups planning to sell food at their event must acquire appropriate permits from the Township Health Department.
8. Any groups wishing to have a tent at their event must obtain a permit from the Township Fire Official.
9. No changes or alterations shall be made to the property without approval from the Township Manager or Director of Public Works. The cost of the maintenance of the fields, including lining, is the responsibility of the applicant.

Additional Reservation Policy for Fields

1. The approved organization must provide a certificate of insurance (COI) absolving East Windsor, its employees, and representatives or all liabilities relative to the use of the requested facilities. The COI must name East Windsor Township as additionally insured with an amount not less than \$1,000,000.
2. Should a field be deemed unplayable by the Township Manager or the Director of Public Works due to inclement weather or facility safety, the Township will attempt to reschedule the organization's use of the facility on another date. Field rescheduling is not guaranteed.

Additional Use Policy for Etra Lake Park Picnic Areas

1. Approved applications do not permit exclusive use of Etra Lake Park in its entirety. Applications are approved for the use of picnic areas and stage only. No group may exclusively reserve any other area, including but not limited to the walking paths, playground equipment, or restrooms.

Etra Lake Park and Disbrow Hill Playing Fields Rules

1. The approved organization or individual is responsible for litter left from their use. The approved organization or individual should use the trash receptacles provided or, if a larger amount of garbage is generated, bag their garbage and place it next to the trash receptacle.
2. The facilities must be left in the condition at least equal to that in which it was found.
3. No alcoholic beverages are permitted.
4. Smoking is not permitted in any Township parks.
5. Pets must be leashed and patrons must pick up after their pets.
6. Park in designated areas only. Cars parked illegally will be towed and/or receive summonses.
7. Fires are not permitted. Cooking/grilling is only allowed in the provided grills.
8. Loud music or PA equipment will not be permitted as per Ordinance 5-2.4 which states no person shall use, or cause to be used, any sound amplifying equipment for noncommercial purposes in the Township before filing a registration statement with the Township Clerk in writing.
9. Depending on the event, police officers may be required. As per Township Ordinance 5-3.3, Safety provisions based on recommendations from the Chief of Police the Township Council shall promulgate, by regulation, minimum standards for necessary crowd and traffic control and fire and rescue services for large public assemblages. The standards, based on the police department's previous experience with such assemblages, shall be based on factors such as: the size of the crowd, whether alcohol is being served, the time of day of the assemblage, the location of the assemblage vis a vis populated areas and major arteries, whether the assemblage is being held indoors or outdoors and other factors, such as the age of the attendees, which might bear on the need for increased or diminished protection.

The undersigned has reviewed the above and agrees to comply with all Township rules and regulations.

Name _____ Signature _____ Date _____

Anyone who violates these terms and conditions will be prohibited from use of the park and/or fields for the remainder of the year.