

RULES GOVERNING USE OF PARK/SCHOOL RECREATION FACILITIES

1. Applications for the use of recreation facilities must be presented to the Department of Recreation and Parks, on forms provided by the Department, a **minimum of two (2) weeks in advance of the date facilities are required.** If approved, a signed copy will be returned to the applicant and the original will be retained by the Department.
2. No grant of permission to use town property shall carry with it the right to exclude members of the Department of Recreation and Parks, the Board of Education, Township officials or their representatives. These people shall have full and free access at all times to any part of building or grounds. The Township cannot divest itself of the exclusive control over the recreation facilities at any time.
3. Permission to use specific areas or grounds does not carry with it any right to use supplies, apparatus, tools, etc., not covered in the permit.
4. The activity shall terminate no later than 10:00 PM unless otherwise noted.
5. Admission fees, advanced ticket sales or other fees cannot be charged unless under the auspices and control of the Department of Recreation and Parks. Games of chance, solicitations, or sale of merchandise shall not be allowed unless by special permission of the Department and/or Board of Education. Groups may not solicit funds for private gain.
6. Alcoholic beverages, smoking and illegal substances are not permitted on any park/school premises.
7. It is understood that the parties listed on the attached application will relinquish their rights to the use of the facilities when deemed necessary by the Department and/or Board of Education.
8. The use of park/school recreation facilities for school and/or Recreation Department purposes shall have priority over any other application.
9. In addition to the above, all use of Board of Education facilities shall adhere to the Board of Education policies.
10. Fliers or other promotional materials may not be posted at any facility without prior approval.
11. Programs, literature, or any publicity of the user promoting its use of any facility shall not identify the Township as a sponsor.
12. The Township assumes no responsibility for damage to or loss of any property of the user or others brought to any facility prior to, during or after the assigned use.
13. No users may leave supplies or other items at any facility without prior approval.
14. User is responsible for any damages by user or guests.
15. No motor vehicles may be driven or parked on grass areas. All driveways leading to facilities must be kept clear at all times.
16. If a Township staff member is on duty during an activity, he/she will have full authority. Should the group resist or defy the staff's authority, he/she may immediately cancel the group's facility reservation and summon the Livingston Police Department to assist in vacating the area.