

DELANCO RECREATION COMMISSION
POLICY PROCEDURE

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EFFECTIVE	04-08-99
REVISED	08-09-12

SUBJECT: FACILITY RESERVATION & FEE POLICY

PURPOSE: To provide a consistent and equitable policy for the reservation and use of township facilities and to implement codified ordinance 216-1 through 6, Park Regulations policy shall specify the differences between various user groups/individuals and the ability of such users to pay for the costs involved in operating the facility.

POLICY: Township facilities may be made available for use by individuals and organized groups on a reservation basis. It shall be the policy of the Township of Delanco to provide the use of facilities to certain groups as a basic service (at no charge), while assessing other groups for some of or all of the costs directly attributable to them for the reservation. Group I users shall have priority over all other user groups and shall have the right of first reservation before opening the annual reservation calendar to other groups. Resident organizations and businesses shall have reservation priority over non-resident groups.

Individual users and organized groups shall be classified in differing categories based on their residency, organizational status and purpose for function, based on the following:

GROUP I USER: A function or program sponsored by Delanco Recreation, any Township Commission Committee or Advisory board, and any other entity with a formal joint-use agreement.

GROUP 2 USER: Any resident youth-based non-profit organization

GROUP 3 USER: Any resident not-for-profit organization, for-profit organization, or individual

GROUP 4 USER: Any non-resident youth-based non-profit organization.

GROUP 5 USER: Any non-resident not-for-profit organization, for-profit organization, or individual.

Definitions:

Non-profit organization refers to any group that has been granted exempt status as a charitable organization/ foundation, or non-profit organization by the Internal Revenue Service or the New Jersey Division of Taxation.

Resident organization refers to any group whose active membership roster includes 51% currently residing in Delanco. A resident business is one incorporated in Delanco or operating an active office/business in Delanco.

Non-resident organization refers to any group whose current membership roster includes less than 51% Delanco residents.

Not-for-profit organizations are those operating for public benefit without generating annual profits, but are not incorporated with approved exempt status as non-profit organizations.

For-profit organizations are those operating for private benefit, but are not businesses or commercial ventures, usually referring to any group affiliated for a purpose of common interest (i.e. a private club, sport, hobby, social cause, etc.).

Joint-use agreement refers to a formal contract agreement between Delanco township and another public entity, which exchanges the use of facilities and/or services at a reciprocal rate that is deemed equal in value or is at no cost to either party.

PROCEDURE: The Township of Delanco shall endeavor to provide some basic services in the form of reservations (see also RCPP 1.1) at no cost to certain individuals/groups and at various cost levels for other individuals/groups. Group I users shall have the opportunity to reserve the facilities at no cost. Group 2 users shall have the opportunity to reserve facilities at 5% of the base facility fee. Group 3 user fees are 50%, group 4 user fees are 10% and group 6 user fees are 100%. The Discounts for Groups 2-4 shall not apply to any required deposits or security fees.

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All township facilities must be reserved prior to use, a minimum of two weeks in advance. A reservation request shall include all items required by Delanco codified ordinance, section 216-2, found on the Delanco Facility Reservation request form. The annual reservation calendar shall run from May 1st each year to April 30th of the following year. Advance reservations may be requested for single or multiple dates throughout the annual reservation calendar. Reservation request priority shall be given in the following order and must be received during the listed times to receive preference:

Spring and Summer Scheduling: (for dates May 1st through Labor Day)

Group 1 requests: before April 1st

Group 2 requests: April 1st- 14th

Group 3-5 requests: April 15th – May 1st

No preference: After May 1st

Fall and Winter Scheduling: (for dates Labor Day through April 30th)

Group 1 requests: before August 15th

Group 2 requests August 15th – 30th

Group 3-5 requests: August 20th – September 1st

No Preference: After September 1st

After initial requests are made, reservation requests can be made at any time throughout the remaining portion of the annual reservation calendar.

Reservations which may require additional township or regional services will be charged for the actual cost of those applied services. Such additional services may include, but are not limited to: those provided in order to ensure the safety of persons or property, provision of special refuse or sanitation assistance, equipment rentals and extended setup or clean up assistance. For fee schedules of individual township facilities as adjusted, refer to RCPP 3.21.

See: Delanco Code, Chapter 216; Ord. No. 19-1971, Ord. No.S-1994

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SUBJECT: FEES & CHARGES FOR USE OF TOWNSHIP FACILITIES

PURPOSE: To implement annual fees for township facility reservations, as approved by township council resolution.

POLICY: The following charges shall be in effect for the reservation year 2012-2013 and beyond as listed by facility and group user classification outlined in RCPP 3.2:

The Recreation Commission shall be authorized to charge fees for the use of any township park and park property. The method for determining the fees shall be implemented through Recreation Commission policies and procedures and approved by a resolution of the Township Committee. Fee schedules may be revised by a resolution approved by the Township Committee.

Base Fees

Field of Dreams	\$75 per hour
Babe Ruth Field	\$40 per hour
West Ave Field	\$40 per hour

Gateway Park and the Zurbrugg Riverfront Park require a permit. This permit can be scheduled and obtained through the Township of Delanco's Municipal Building. The Recreation Commission will not charge for this permit.

Refer to RCPP 3.2 for a description of groups that are eligible for discounted rates based upon residency or organization type.

Insurance Certificate

A copy of a certificate of liability insurance for \$1,000,000 naming the Township of Delanco as certificate holder for the described use shall be required for reservation of a field.

Security Deposit

A \$500.00 security deposit per facility use (Babe Ruth, FOD, West) will be required when the "Request to Use Field Application" is turned in to the Delanco Recreation Commission with the teams schedule (*if applicable*). The security deposit will be paid in form of a certified check, money order or cash (no personal, business or team checks). The security deposit will cover the scheduled season not per year. The deposit can be rolled into future seasons at the discretion of the Recreation Commission. The security deposit must be paid prior to field usage.

Scheduling

Scheduling of playing days and times MUST be turned in with all paperwork to secure a field. Schedules should include practice dates and times and possible play-off (end of season) dates.

Roster

If a group making a reservation is claiming to be a resident group, a membership roster must be provided which lists the names and addresses of all members in order to prove that at least 51% of the membership is a resident of Delanco Township.

Damages

The end user will be required to notify the Delanco Recreation Commission on the day of play about any damage to the field prior to their play. In the event of damage done to the fields by the end user, the end user will forfeit their security deposit. The security deposit will then be turned over to the Delanco Public Works Dept to cover the cost to repair the field. The Delanco Public Works Dept will be monitoring the fields and will notify the Delanco Recreation Commission about any damage found.

Application Form

An application form printed on 4-ply carbonless copy paper shall be made available by request to the Recreation Commission or through the Township. This application must be completely filled out in order to reserve a field.

Certificate of Use

This certificate will only be issued when a completed application has been submitted to the Recreation Commission, which includes proof of insurance, a proposed schedule, a roster of members (to prove residency), and any applicable charges, deposits, or fees. The certificate shall serve as authorization from the Recreation Commission for the use of the fields at the times and locations specified on the certificate.

Other

NOTE: The Recreation Commission has scheduling priority for all parks.

Refundable deposits shall be returned to the applicant within 30 days of the last reservation date, providing there are no incidents requiring partial or complete withholding of deposits. Deposits may be withheld for: failure to clean (and return to previous condition) a use area, damages to equipment, supplies, facilities/field areas (that are not associated with normal wear or use), and losses of township equipment or supplies due to failure to secure locked areas during and after use. The Township of Delanco shall withhold only the amounts necessary for paid staff to provide actual clean-up, replacement or repair of items in question. In the event that charges exceed the actual amount of deposit on file, the individual and/or organization that made the application for the reservation shall be held accountable for the remaining balance. No reservations shall be made or honored for that individual or organization if there are outstanding assessments from previous reservations.

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PROCEDURE: Any individual or organization that wants to use township facilities shall fill out a facility reservation application at least two weeks in advance. Reservations will be approved by the Recreation Commission after assigning group user status, collection of appropriate fees, deposits, required information, and a site meeting with a member of the Recreation Commission. The individual responsible for the application shall request a site meeting with a member of the Recreation Commission after the (last date of) reservation to conclude use and confirm return of refundable deposit(s). In order to be considered a resident group, a membership roster must be provided with the application. In order to be considered a non-profit group, federal or state documentation providing proof of non-profit status must be provided with the application.

Certain reservations may pose unique or unusual considerations for the Township. Applicants which are deemed to require additional township services shall be advised of the need for and the cost of any additional applied services in order to approve the reservation. The applicant will be required to place a deposit for the estimated cost of additional services and shall be required to pay all actual costs incurred at conclusion of the reservation.