

1. GENERAL POLICIES FOR ALL RECREATION FACILITIES GOVERNED BY THE SOMERS POINT RECREATION COMMISSION

1. The Somers Point Recreation Commission's mission is to insure the best possible use of the recreational facilities and to provide the best in recreation for the people of Somers Point. All facilities usage must be approved by the Recreation Commission. The facilities that fall under the Recreational Commission are the following:

- Fehrle Field
- Kern Field
- Municipal Beach
- Eva Anderson Youth Center
- Kennedy Park
- Senior Citizens Building
- Wayne Drive

2. The following items will be the official policy of the Recreation Commission and all items will apply to all groups and leagues operating on the Recreation Commission facilities and/or through direct or indirect subsidies (Somers Point Baseball, Somers Point Babe Ruth, Somers Point Sharks Football, Somers Point Basketball, and Somers Point Street Hockey) provided by the Recreation Commission.

- a) Any change in the operating procedures or financial structure of any such group or league must be reviewed and approved by the Recreation Commission.
- b) Any major expenditure of money (over \$2000) from a group or league treasury requires the Recreation Commission must be notified.
- c) Each group or league is required to present the Recreation Commission with a financial statement on or before the first Thursday in November of each year.
- d) Any special event or promotion by any group or league (on the recreational facility) must be approved by the Recreation Commission prior to scheduling or contracting for such an event.
- e) The Recreation Commission reserves the right to schedule events of its own planning on any facility, when such an event will not conflict with the normal schedule of the group or league operating on that facility. The normal schedule of the group or league should be submitted no later than 60 days prior to the start.
- f) A schedule of group activity or league play must be submitted to the Recreation Commission before the season or activity is to start.
- g) For liaison purposes, a recreation commissioner will be named to work with all groups and leagues. That Commissioner will be the direct representative of the Recreation Commission and must be informed of any and all meetings of the group or league.
- h) Each group or league must file a copy of its Constitution, By-Laws and/or Rules and Regulations and Treasurer's Report with the Recreation Commission by December

1st of each year. In addition, the group or league should provide: the current list of officers and their contact information (if any changes must notify within 30 days); a copy of the current good standing certificate (non-profit corporation); a copy of the current insurance certificate naming the City as an additional insured.

i) All participants of organized sports groups and non-sports groups are required to sign a waiver of liability form which must be kept on file and available to the Commissioner if requested.

j) Each group, league or permit holder must agree to indemnify and hold harmless the City and the Recreation Commission, provide a certificate of insurance in the amount of One Million Dollars with the standard 30 day notice of cancellation clause naming the City of Somers Point, the Recreation Commission, their officials, officers, agents, servants and employees as additional insured's; and assume responsibility for all liabilities arising as a result of use or occupancy of the facilities.

k) All matters concerning the relationship of groups and leagues with the Recreation Commission must be handled and agreed upon by these parties; no negotiations shall be made by the groups and leagues on their own with City Council or any city official. The decision of the Recreation Commission shall be final.

l) All facilities are non-smoking, no alcohol or drugs permitted, and no dogs allowed. In addition compliance with any and all rules and regulation which may from time to time is established by the Recreation Commission.

3. Additionally, any requested use of any ball field or lighted facility by any group not directly connected with or sponsored by the Recreation Commission must be approved by that body. The Recreation Commission shall have the only power to grant such requests, and will schedule such use in line with established policy. These groups are defined as follows:

For Athletic Field Usage:

a) Youth Group- Regional (20 mile radius of Somers Point City Hall) youth sports organizations (18yr old and under) that feature participation by Somers Point residents will be granted special consideration for field use/access based upon the following criteria:

a. -Minimum 25% participation by Somers Point residents (excluding coaches)

b. -Accredited or certified coaching and administrative staff. (Appropriate certification determination is at the review/discretion of the Recreation Commission)

c. -Field availability (Access/Usage preference is granted to Somers Point Recreation Board affiliated programs)

b) Adult Group – Must show 25% residency from Somers Point, if no Somers Point Recreation Commission program provides a similar activity opportunity and over 18 years of age (to include landowners/residents/business owners).

c) Each group is required to submit a registration list to the Community Education Recreation Office within 10 days prior to when their season begins

d) They must provide proof of residency for each participant and additional fees for lights, set-up of fields, etc do apply. Fee schedules and security deposit requirements can be obtained from the Community Education and Recreation Office.

For Beach/Park/Administered Building Usage:

a) Somers Point Resident Family events

b) Somers Point based charitable and religious organizations

c) They must provide proof of residency. Security deposits and additional fee's are required. Fee schedules can be obtained from the Community Education and Recreation Office.

4. Each group, league or permit holder must agree to indemnify and hold harmless the City and the Recreation Commission, provide a certificate of insurance in the amount of One Million Dollars with the standard 30 day notice of cancellation clause naming the City of Somers Point, the Recreation Commission, their officials, officers, agents, servants and employees as additional insured's; and assume responsibility for all liabilities arising as a result of use or occupancy of the facilities.

5. The Recreation Commission reserves the right to offer facility usage to registered non-profit organizations that exhibit a direct benefit to the citizens of Somers Point. Additional fees for lights, set-up of fields, etc do apply. Fee schedules and security deposit requirements can be obtained from the Community Education and Recreation Office.

II. **POLICY CONCERNING THE USE AND MAINTENANCE OF FEHRLE FIELD**

1. General Scheduling Policy -Baseball and Softball Fields

- a. Between March 1 and August 15 fields will be scheduled giving first priority to the Somers Point Little League and the Senior League (Babe Ruth). Monday through Saturday evenings will be reserved for this use.
- b. All groups will submit a viable game schedule to the Recreation Commissioner, to be reviewed and given to Public Works for field preparation (i.e. lining field, cleaning of non league trash, and water removal) which will be the responsibility of Public Works Department.

2. Maintenance Responsibilities

- a. Groups using this facility are responsible for insuring trash is picked up following their activity and deposited in appropriate containers. The commission reserves the right to require a group, tournament or league to provide contracted trash removal if deemed appropriate.
- b. All general maintenance to the grounds including but not limited to plumbing, electrical, carpentry, and grounds keeping will be the responsibility of the Public Works Department.
- c. All general maintenance of the buildings with the exception of the bathrooms will be the responsibility of the Somers Point Little League and Senior League (Babe Ruth) with the assistance of the Public Works Department when manpower allows.

3. All groups are encouraged to support projects and maintenance initiatives to improve the facility. All projects must be approved by the Recreation Commission

III. POLICY CONCERNING THE USE AND MAINTENANCE OF KERN FIELD

1. General Scheduling Group Use Policy

- a. Football/Soccer Facility -This facility is used by the Somers Point Sharks football program, Somers Point Community Education and Recreation, Intramural Soccer Program, Public Schools Soccer Program and other use as approved by the Recreation Commission
- b. All groups will submit a viable game schedule to the Recreation Commissioner, to be reviewed and given to Public Works for field preparation (i.e. lining field, cleaning of non league trash, water removal and setting up of soccer goals) which will be the responsibility of Public Works Department.
- c. Street Hockey Courts -This facility is used by the Somers Point Street Hockey League and other use as approved by the Recreation Commission.
- d. Street Hockey will submit a viable game schedule to the Recreation Commissioner for review and then given to Public Works for court preparation: cleaning of sand, rock, stones, water, and non-league trash which will be the responsibility of Public Works Department.
- e. Softball Field – This facility is used by the Somers Point Girls Softball League and other use as approved by the Recreation Commission.
- f. Softball League will submit a viable game schedule to the Recreation Commissioner, to be reviewed and given to Public Works for field preparation (i.e. lining field, cleaning of non league trash, and water removal which will be the responsibility of Public Works Department.

2. Maintenance Responsibilities

- a) Football/Soccer Facility
 - a. Groups using this facility are responsible for insuring trash is picked up following their activity and deposited in appropriate containers. The commission reserves the right to require a group, tournament or league to provide contracted trash removal if deemed appropriate.
 - b. All general maintenance to the grounds including but not limited to plumbing, electrical, carpentry, and grounds keeping will be the responsibility of the Public Works Department.
 - c. All general maintenance to the grounds including mowing the grass, seeding, fertilizing, aerating, watering, plumbing, electrical, carpentry, will be the responsibility of the Public Works Department.
 - d. All general maintenance of the buildings with the exception of the bathrooms will be the responsibility of the Somers Point Sharks Football with the assistance of the Public Works Department when manpower allows.
 - e. All groups are encouraged to support projects and maintenance initiatives to improve the facility. All projects must be approved by the Recreation Commission.

b) Hockey Facility

- a. Groups using this facility are responsible for insuring trash is picked up following their activity and deposited in appropriate containers. The Commission reserves the right to require a group, tournament or league to provide contracted trash removal if deemed appropriate.
- b. All general maintenance to the grounds including but not limited to plumbing, electrical, carpentry, and grounds keeping will be the responsibility of the Public Works Department.
- c. All general maintenance to the Hockey Court will include cleaning the courts of all sand, stones, rocks, painting of lines and snow removal on the courts will be the responsibility of Public Works Department.
- d. All general maintenance of the buildings with the exception of the bathrooms will be the responsibility of the Somers Point Sharks Football with the assistance of the Public Works Department when manpower allows.
- e. All groups are encouraged to support projects and maintenance initiatives to improve the facility. All projects must be approved by the Recreation Commission.

c) Parking Lot

- a. Groups using this facility are responsible for insuring trash is picked up and deposited in appropriate containers. The Recreation Commission reserves the right to require a group, tournament or league to provide contracted trash removal if deemed appropriate.
- b. All General maintenance will include mowing of all grass, trimming of trees, cutting of the overgrowth of weeds, cleaning of all debris, non league trash, removal of sand, rocks, and stones, painting of parking lot lines, and snow removal will be the responsibility of the Public Works Department.
- c. All groups are encouraged to support projects to improve the facility. All projects must be approved by the Recreation Commission.

d) Softball Field

- a. Groups using this facility are responsible for insuring trash is picked up following their activity and deposited in appropriate containers. The commission reserves the right to require a group, tournament or league to provide contracted trash removal if deemed appropriate.
- b. All general maintenance to the grounds including but not limited to plumbing, electrical, carpentry, and grounds keeping will be the responsibility of the Public Works Department.
- c. All general maintenance of the buildings with the exception of the bathrooms will be the responsibility of the Girls Little League with the assistance of the Public Works Department when manpower allows.

d. All groups are encouraged to support projects and maintenance initiatives to improve the facility. All projects must be approved by the Recreation Commission.

e) Track

All general maintenance of the track and all trash removal will be the responsibility of the Public Works Department.

IV. POLICY CONCERNING THE USE AND MAINTENANCE OF THE MUNICIPAL BEACH

1. General Use Policy

- a) Hours of operation: 6:00 a.m. until 10:00 p.m.
- b) Swimming is permitted only when lifeguard is on duty.
- c) Rules and regulations are as follows:
 - Beach operating hours will be from 6:00 a.m. to 4:00 p.m.
 - Swimming will be permitted only when lifeguards are on duty 10:00 a.m. to 6:00 p.m.
 - No pets will be permitted on the beach, except service animals.
 - Swimming will be permitted only in designated areas.
 - No diving from pier or raft. All areas will be duly posted.
 - No swimming under pier or raft.
 - Use of rafts and floats will be permitted only by discretion of lifeguards.
 - Use of masks, fins, and snorkel or scuba equipment is prohibited.
 - Fishing is permitted only from end of pier.
 - No small craft, surf boards or wind surfers permitted.
 - No roughhousing or horseplay will be permitted.
 - No ball playing or Frisbee throwing will be permitted on the beach or pier area.
 - No glass containers will be permitted on the municipal beach or pier.
 - Alcoholic beverages are not permitted on the municipal beach or pier.
 - Profanity, improper behavior, intoxication will be cause for expulsion from the beach and/or pier.
 - Proper attire will be required.
 - Any person showing evidence of skin disease, sore or inflamed eyes, nasal or ear discharges or any communicable disease-shall be refused entry into swimming area.
 - Swimming will be prohibited during an electrical storm.
 - Swimming will be restricted for safety reasons at the discretion of the lifeguard and/or Director of the Community, Education, and Recreation, (Flood warning, rough water, etc.).
 - No urinating on beach.

2. Group Use

- a. A group is defined as 10 people or more. Beach usage fees and deposit requirements can be obtained from the Community Education and Recreation Department. Recreational facilities fees apply for usage of the Municipal Beach. Fee schedules and security deposit requirements can be obtained from the Community Education Recreation Office. Fees may be waived at the discretion of the Recreation Commission.
- b. Each group, league or permit holder must agree to indemnify and hold harmless the City and the Recreation Commission, provide a certificate of insurance in the amount

of One Million Dollars with the standard 30 day notice of cancellation clause naming the City of Somers Point, the Recreation Commission, their officials, officers, agents, servants and employees as additional insured's; and assume responsibility for all liabilities arising as a result of use or occupancy of the facilities.

c. All groups are responsible for all trash removal following their activity.

3. Maintenance Responsibilities

a. Lifeguards are responsible for policing the facility prior to going on duty. They are also responsible for cleaning the bathrooms and insuring that all necessary bathroom supplies are available.

b. All general maintenance to the grounds including but not limited to plumbing, electrical, carpentry, landscaping, and painting will be the responsibility of the Public Works Department.

**V. POLICY CONCERNING THE USE AND MAINTENANCE OF THE EVA
ANDERSON YOUTH CENTER**

1. The purpose of this organization is to establish and maintain a non-profit youth center for the recreation and education of the youth of Somers Point.
2. The youth center is governed by its own Board of Directors. This board shall have no more than eleven members and no less than five members.
3. The board must file their Constitution, By-Laws and/or Rules and Regulations and Treasurer's Report with the Recreation Commission by December 1st of each year. In addition, the board should provide a current list of officers and their contact information (if any changes must notify within 30 days).
4. Overall cleanliness shall be the responsibility of the Board of Directors, or any other approved group using the building.
5. Lawn care and maintenance will be the responsibility of the Public Works Department. Trash should be deposited in containers outside for regular pickup by the Public Works Department.
6. Maintenance of the building, such as carpentry, electrical, plumbing, heating etc. are the responsibility of the Public Works Department. A request for repairs shall be in to the assigned Recreation Commissioner that oversees the facility. The request will be forwarded to the City Administrator in a timely fashion.

THERE IS NO GROUP USE POLICY

VI. POLICY CONCERNING THE USE AND MAINTENANCE OF KENNEDY PARK

1. General Rules

- a. Park hours are sunrise to sunset.
- b. Groups of 10 or more persons must obtain a permit from the Community, Education and Recreation Office. Request to use the park shall be submitted 45 days prior to the scheduled event to ensure approval from the Recreation Commission.
- c. Recreational facilities fees apply for usage of the Kennedy Park. Fee schedules and security deposit requirements can be obtained from the Community Education Recreation Office. Fees may be waived at the discretion of the Recreation Commission.
- d. Alcoholic beverages are prohibited except by special permit.
- e. No pets allowed.
- f. This is a carry in carry out facility.

2. Group Requirements

- a. Applicants for use permits must satisfy the Community Education and Recreation Department they:
 - a) Are responsible person(s);
 - b) Will guarantee orderly behavior and will underwrite any damage due to their use of the premises;
 - c) Their program is of a name suitable for presentation in public;
 - d) The proposed activity is lawful and in conformity with local ordinances.
- b. Responsibility for the use of the facilities and observance of regulations shall rest upon the applicants. The Public Works Department or other designated representatives of the Community Education and Recreation Department are required to report all irregularities to the Recreation Commission.
- c. Inaccurate or untruthful statements made in application or violation of regulation may result in the responsible person(s) or organization(s) or both to be placed on an ineligibility list and forfeiture of deposit.
- d. Each group, league or permit holder must agree to indemnify and hold harmless the City and the Recreation Commission, provide a certificate of insurance in the amount of One Million Dollars with the standard 30 day notice of cancellation clause naming the City of Somers Point, the Recreation Commission, their officials, officers, agents, servants and employees as additional insured's; and assume responsibility for all liabilities arising as a result of use or occupancy of the facilities.

3. Boat Ramp Fees:

- a. Boat Ramp fees are located at the City Hall.
- b. Launch permits are good from Memorial Day to Labor Day
- c. All general maintenance to the facility will be the responsibility of the Public Works Department.

VII. POLICY CONCERNING THE USE AND MAINTENANCE OF THE SENIOR CITIZENS BUILDING

1. BASIC GUIDELINES

- a. Applicants for use permits must satisfy the Community Education Recreation Department they:
 - a) Are responsible person(s);
 - b) Will guarantee orderly behavior and will underwrite any damage due to their use of the premises;
 - c) Their program is of a name suitable for presentation in public;
 - d) The proposed activity is lawful and inconformity with local ordinances.
- b. Recreational facilities fees apply for usage of the Senior Citizens Building. Fee schedules and security deposit requirements can be obtained from the Community Education Recreation Office. The Senior Center is an adult facility. No children's parties are permitted at this location.
- c. Responsibility for the use of the facilities and observance of regulations shall rest upon the applicants. The Public Works Department or other designated representatives of the Community Education and Recreation Department are required to report all irregularities to the Recreation Commission.
- d. Inaccurate or untruthful statements made in application or violation of regulation may result in the responsible person(s) or organization(s) or both to be placed on an ineligibility list and forfeiture of deposit.
- e. Each group, league or permit holder must agree to indemnify and hold harmless the City and the Recreation Commission, provide a certificate of insurance in the amount of One Million Dollars with the standard 30 day notice of cancellation clause naming the City of Somers Point, the Recreation Commission, their officials, officers, agents, servants and employees as additional insured's; and assume responsibility for all liabilities arising as a result of use or occupancy of the facilities..

2. MAINTENANCE

- a. General maintenance and repair of the facility will be the responsibility of the Public works Department.
- b. Permit holders will be responsible to sweep the facility, leave the kitchen clean, remove trash and leave the bathrooms clean.

VIII. POLICY CONCERNING THE USE AND MAINTENANCE OF WAYNE DRIVE

1. Basic Guidelines

- a. Park hours are sunrise to sunset.
- b. Groups of 10 or more persons must obtain a permit from the Community, Education and Recreation Department.
- c. Alcoholic beverages are prohibited.
- d. No pets allowed.
- e. This is a carry in carry out facility.

2. Group Requirements

- a. Applicants for use permits must satisfy the Community Education Recreation Department they:
 - a) Are responsible person(s);
 - b) Will guarantee orderly behavior and will underwrite any damage due to their use of the premises;
 - c) Their program is of a name suitable for presentation in public;
 - d) The proposed activity is lawful and inconformity with local ordinances.
- b. Responsibility for the use of the facilities and observance of regulations shall rest upon the applicants. The Public Works Department or other designated representatives of the Community Education and Recreation Department are required to report all irregularities to the Recreation Commission.
- c. Inaccurate or untruthful statements made in application or violation of regulation may result in the responsible person(s) or organization(s) or both to be placed on an ineligibility list and forfeiture of deposit.
- d. Each group, league or permit holder must agree to indemnify and hold harmless the City and the Recreation Commission, provide a certificate of insurance in the amount of One Million Dollars with the standard 30 day notice of cancellation clause naming the City of Somers Point, the Recreation Commission, their officials, officers, agents, servants and employees as additional insured's; and assume responsibility for all liabilities arising as a result of use or occupancy of the facilities.

3. Maintenance Responsibilities

- a. Groups using this facility are responsible for insuring trash is picked up and deposited in appropriate containers. The commission reserves the right to require a group, tournament or league to provide contracted trash removal if deemed appropriate.
- b. All general maintenance to the grounds including but not limited to plumbing, electrical, carpentry, and grounds keeping will be the responsibility of the Public Works Department.

c. All general maintenance to the grounds including mowing the grass, seeding, fertilizing, aerating, watering, plumbing, electrical, carpentry, will be the responsibility of the Public Works Department.

d. All groups are encouraged to support projects and maintenance initiatives to improve the facility. All projects must be approved by the Recreation Commission.