

PROCEDURES FOR RESERVING THE RECREATION CENTER

Any town youth sports organization requesting the use of the Recreation Center must use the following procedures outlined below.

Ed Gordon is the evening Supervisor who opens the Center Monday – Saturday evenings from 6:30 – 9:00pm during the school calendar year when the building is primarily used by Midland Park High School students to play pick-up basketball games or table tennis and organized activities. Outside of the time frames listed above, the recreation department will be hosting a variety of programs for its residents. The facility may also be used by our town youth sports organizations for organizational meetings, registrations, practices, etc.

Procedures to reserve the Recreation Center are as follows:

CHECK FOR AVAILABILITY: You may email mprec@optonline.net or call the Recreation Center to check for availability. Please provide date of request, time and purpose of use in the email or message and you will be contacted promptly regarding availability.

FILL OUT RECREATION USE REQUEST FORM: This form must be mailed to the address below in order to secure your reservation.

PICK UP KEYS: Provided the Facility Reservation Request Form is on file at the Borough, the keys may be obtained at Borough Hall up to two days in advance of your event. Under no circumstances should keys be passed onto anyone else for use at a different date or time regardless of the circumstances.

Borough Hall
8:30a.m. - 4:30 p.m. Mon- Fri.
Attention: Recreation Director
280 Godwin Avenue
Midland Park, N.J. 07432
201-445-5720

Check: www.mpnj.com for Holiday Schedule

Priority is given to recreation programming, team registrations and training, so please notify us as soon as your dates and times are set.

USE REQUEST FOR MIDLAND PARK RECREATION FACILITIES

PLEASE NOTE ALL REQUESTS MUST BE MADE IN ADVANCE

ORGANIZATIONAL INFORMATION:

Person responsibility for facility: _____

Home Address: _____

Phone number: _____ Work number: _____

Name of Organization: _____

President of group: _____ Phone number: _____

EXPLAIN THE TYPE OF PROGRAM THAT WILL TAKE PLACE:

NUMBER OF PEOPLE TO ATTEND:

Adults _____ Children _____

FACILITY, PARK OR FIELD REQUEST:

Recreation Center requests require adult supervision inside the facility at all times while the Center is open.

- () Rec Center Upstairs () Rec Center Downstairs () Kitchen () Dairy Street Park
() Tennis Courts () Wortendyke Park/Pavilion
() Fields, please Specify: _____

Fill in the information below or attach a copy of a schedule if requesting field use

Table with 3 columns: Date needed, Days of the Week, Time Start / Finish. Rows 1-5.

PLEASE ATTACH PROOF OF INSURANCE TO THIS FORM. APPLICATIONS THAT DO NOT HAVE PROOF OF INSURANCE WILL NOT BE ACCEPTED!!!

Signature _____ Date _____

Submit Field Use Request to: Borough of Midland Park, Attention Dave Lancaster, 280 Godwin Ave.

Submit Facility Use & all other requests to: Borough of Midland Park, Attention Lori Dent, 280 Godwin Ave

Questions: Email mprec@optonline.net or call the Recreation Director at 201-445-0993

MP Recreation Department Approval Signature _____ Date _____

Notification of request approval made to _____ Date _____

Rules and Regulations: Midland Park Recreation Center

Organizations using the recreation facility must have on file with the Borough, proof of insurance that is current.

Facility Regulations: The person or organization requesting use of the facility is responsible for the following:

- Building limit (being revised due to renovations)
- Ensuring that an adult supervisor remains in the Recreation Center at all times to monitor the facility while open.
- Set-up and clean up of the facility. If food is served, all garbage must be taken out of the building that same day or evening and placed in the outside dumpster.
- Damage or defacement of the building or equipment from misuse.
- The behavior of the participants.
- Keeping participants out of the areas not requested on the use form.
- Ensuring that no food is allowed in the upstairs gym. Absolutely no soda, Gatorade, iced tea, etc. The Gym should always be left as it is found.
- Filling out a Medical Emergency Incident Report for any injury requiring the use of First Aid. A First Aid box and an incident report book is available on the main floor. Please log any injuries in the medical book and immediately leave a message for Lori on the Recreation Department voice mail (201-445-0993). We are responsible to report any injuries inside this facility to our insurance company.
- Reporting any unusual incidents or problems with the facility to the Recreation Director immediately.
- Turning off all lights and locking the facility.
- Returning the key to Borough Hall the next day after use or the first business day following use.

Parking Regulations:

- Communicating the parking prohibitions to the participating families. There is no parking permitted on Dairy Street and at no time should anyone use the handicap parking spaces without proper identification to do so.
- For safety reasons, the only vehicles that will be permitted to park in the Barn parking area during a home Football or Soccer game should be that of a Midland Park Coach's vehicle or a handicapped individual. Coach's cards should be distributed by organization leads and placed on the front dash of the car so it can be easily identified.

Any organizations that would like to borrow tables or EZ Tents please contact Lori to ensure that they are not already reserved for another program or event.

Thank you for your cooperation.