

Village of Ridgewood and  
Ridgewood Board of Education

Athletic Fields and Recreational  
Facilities Use Policy

January 1, 2007

Changes Approved by Field Committee Feb 6, 2018

Changes Approved by Board of Education February 26, 2018

Changes Approved by Village Council December 12, 2018

# INDEX

	<u>Page</u>
I. Purpose .....	3
II. List of Facilities Governed .....	4- 5
III. Priority of Use by Category .....	6- 7
IV. Procedure and Criteria for Parks and Recreation Athletic Organization Status .....	7-8
V. Allocation of Fields and Facilities .....	8-14
VI. Facility Use Rules and Regulations. ....	14-17
VII. Field Modifications .....	18
VIII. Application for Use .....	(to follow)
Attachment A – Fee Schedule for Use of Athletic Fields/Short Term Use.....	19

## **Athletic Fields and Recreational Facilities Use Policy**

### **I. Purpose**

This document embodies the policies and procedures which govern facility use and users in order to ensure optimal maintenance of athletic fields and other recreational facilities, owned by the Village of Ridgewood (VOR) and by the Ridgewood Board of Education (BOE), and to assure fair and efficient access to those facilities.

The primary use of municipal recreation areas and facilities is for public recreation activities. The primary uses of school recreational facilities are (a) during school hours for school use exclusively (generally 8:30 am to 3:30 pm on days school is in session) and (b) during non-school hours and on non-school days, for school and public recreation use. Use of municipal facilities at Pleasant Park and Citizen's Park, because of their proximity to Hawes and George Washington Schools respectively, is limited to school use during school hours on school days. Municipal facilities may be made available for activities of non-public schools during normal school hours if available and if not in conflict with maintenance of the facility or other community use. The recognized youth sports groups provide a valuable service to the community as well as to the youth of this Village.

Factors to be considered in determining permission for use, as well as permission for type of use, are: current capital improvements or rehabilitation, regular maintenance, extent of wear and tear to be caused by use, coordination of uses, efficient scheduling, location of facility, and availability of services at a facility.

All parties must comply with Federal and State anti-discrimination laws. All facility users shall comply with all applicable federal, state and local laws; such user shall pay all the costs, expenses, fines, penalties, and damages which may be imposed upon the owner of the property by reason of, or arising out of, the user's failure to fully and promptly comply with all legal requirements and observe all the provisions of this policy.

### **II. List of Facilities Governed**

The outdoor athletic fields and outdoor and indoor recreational facilities within the Village of Ridgewood are listed according to ownership as follows:

#### **A. Board of Education Athletic Fields and Recreational Facilities**

**Location**

**Field/Facility**

Benjamin Franklin  
Middle School

Athletic Fields  
Track and Field  
Gymnasium  
Basketball Courts (outdoor)

Brookside

Athletic Fields

Glen

Athletic Fields  
Gymnasium

George Washington  
Middle School

Athletic Fields  
Gymnasium (New and Old)  
Basketball Courts (outdoor)

Hawes

Gymnasium/Playground

Ridgewood High School

Athletic Fields (including RHS Stadium Field)  
Walking Track  
Tennis Courts (5)  
Gym I, II, & III  
Stevens Field

Kenilworth

Athletic Fields

Orchard

Athletic Fields/Playground  
Gymnasium

Ridge

Athletic Fields/Playground  
Gymnasium

Somerville

Athletic Fields/Playground  
Gymnasium

Travell

Athletic Fields/Playground  
Gymnasium

Willard

Athletic Fields/Playground  
Gymnasium  
Basketball Courts (outdoor)  
Walking Track

**B. Village Parks and Recreation Areas and Amenities**

**Locations****Field/Facility**

Bellair	Tennis Courts/3 Putting Green
Citizen's Park	Athletic Fields
Graydon Park	Hockey/Basketball area/Skate Park <del>Bocee Courts</del> — DELETE Pool facility/beach front Pavilion/Picnic Area Playground/Restrooms
Glen Hawes (Lower)	Tennis Courts/2 Athletic Fields
Hawes (Upper)	Athletic Fields
Somerville	Tennis Courts/4/hitting wall
Maple Park East	Turf Athletic Fields Community Gardens
Monroe	Tennis Courts/2
Veteran's Field	Athletic Fields/Playground Kasschau Shell Track/Restrooms Upper Vets
Irene Habernickel Family Park	Athletic Fields/Playground Walking Path Nature Trails/Pond
VanNeste Memorial Park	Lawn Area
Kings/Gypsy Pond	Nature Trails/Pond
Twinney Park	Nature Trails/Pond
Grove Park	Conservation Area
Dunham Trail	Nature Trail
North Road Park	Conservation Area

This policy also applies to other field/facilities not listed above, now or in the future.

### III. Priority of Use By Category

Permits for field/facility use are issued by category in which the organization or event is placed. Category 1 user/event has priority over Category 2 and lower user/event. Within a category, Subcategory A has a priority over B, B over C, etc. If there is a dispute within a category, the facility representative will decide priority.

#### Category I Permit Use

1A. BOE Public School Activities for Grades Pre-K-12

These activities include physical education and academic activities, RHS and middle school extra-curricular and co-curricular programs (including the band program). Home and School Association (HSA) programs will be given a priority at their home school site, provided adequate notice (at least 30 days) is given of the need for the facility for special events.

1B. Parks and Recreation Directly Sponsored Activities

These activities include programs run by the Recreation Department, such as day camps, after-school programs, special program offerings and events.

#### Category II Permit Use

2A. Recognized Athletic Organizations (the “Recognized Groups”)

The following volunteer non-profit organizations are Recognized Groups by the Village Council/BOE and are considered to be Recognized by the Parks and Recreation Department/Community School, according to the rules noted below:

Ridgewood Baseball & Softball Association  
Ridgewood Bidy Basketball  
Ridgewood Hoops Club  
Ridgewood Junior Football Association  
Ridgewood Junior Wrestling  
Ridgewood Lacrosse Association  
Ridgewood Roller Hockey Association  
Ridgewood Soccer Association

Maroons Soccer Club

Ridgewood Community School (the “RCS”) -

Programs are primarily run in school buildings. Adult gym use should, when possible, be after 9:00 pm to avoid conflict with children’s recreational programs.

2B. RHS Sports Alumni, RHS & Other BOE “Club” Programs

For example only: Ultimate Frisbee and Rocket Club.

### **Category III Permits**

3. Ridgewood Teams in Established Leagues

These teams are independent non-profit organizations and not affiliated with the Ridgewood Board of Education /Village of Ridgewood that have been established to serve the recreational interest of the participants, typically adults, Seventy-five percent (75%) of the host team must live or work full time in Ridgewood. Indoor facility permits will be issued through the BOE Business Administrator or designee. All outdoor permits will be issued through the Ridgewood Parks and Recreation Department. A written roster and proof of insurance (Section IV (A) below) must be submitted at the time of application to the issuing entity. No permits will be issued unless this criteria is met.

Note: All “Category 2 and 3” permits will bear the notice that a program carried on by a “Category 1” organization can claim priority in unusual circumstances. The Parks & Recreation Department and BOE Business Administrator reserve the right to request written copies of all team rosters, complete with names, addresses, and/or places of employment.

### **Category IV Permits**

4A. Private Group Field Requests

These groups are made up of citizens of Ridgewood, or businesses based in Ridgewood, who request the use of facilities on an occasional basis when space is available. 75% of the host group must live or work full-time in Ridgewood. A written roster and proof of insurance (Section IV (A) below) must be submitted at the time of application to the issuing entity. No permits will be issued unless this criterion is met.

4B. Privately Operated Programs

VOR and BOE facilities will not be made available for organizations, entities, individuals or groups for the purpose of providing recreational services to youth or adults if the event to be operated is on a for-profit basis.

## **IV. Procedure and Criteria for Parks and Recreation Recognized Status**

A. A Village organization, whose primary function is to provide athletic activities within the community, may seek to obtain status as a Recognized Group with the Department of Parks and Recreation by satisfactorily fulfilling the following requirements:

- A demonstrated need for providing the activity is evidenced.
- Program does not duplicate a similar activity offered successfully within the community.
- Activity is provided strictly on a non-profit basis.
- The group must offer for any appropriate age child the ability to participate in a particular sport for recreational purposes, unless the recreational program is

being offered by another Recognized Group and the sports programs are complimentary and coordinated between the groups.

- All participants, including instructors, coaches, officials and players are covered under liability and accident insurance plan approved by the Village Department of Parks and Recreation. Annually, a Certificate of Insurance evidencing the amount and type of coverage must be provided. The Certificate of Insurance will name the VOR and BOE as additional insureds and require 30 days notice of cancellation to VOR and BOE. The amount of insurance must be a minimum \$2,000,000 (total aggregate) and is subject to change annually by the VOR CFO and BOE Business Administrator. Both the Village and BOE must be named as an additional insured.
  - Adequate provision is made to include all participants demonstrating an inability to pay all or part of program expenses due to financial hardship.
  - All coaches training, screening and certification programs, which are required by such organization's affiliation (for example, Little League, AABC, and PONY Softball for RBSA, etc.), are properly enforced by the Ridgewood organization; proof of same will be provided upon request to The Department of Parks and Recreation.
  - The organization is a member of, or affiliated with, a local, state, regional or national organization recognized as such, which provides rules and regulations governing play and organization requirements.
  - If the Recognized organization offers both recreational (in-town) and competitive (try-out) play, residency requirements must be 100% and 95% respectively.
  - Evidence of a Board of Directors
  - Organization has a written Grievance Policy.
- B. If a new organization, other than those listed, seeks to become a Recognized Group, it must complete the required form, explain its compliance with the above criteria, provide a copy of its Certificate of Incorporation, By-Laws and Minutes (or comparable documents governing unincorporated associations or other type entities), and provide proof of not-for-profit status to the Director of Parks and Recreation and Ridgewood Board of Education. The organization must then be approved by the Parks, Recreation, and Conservation Board (PRC Board) in order to obtain recognized status.
- C. In summary, all Recognized Groups under this Policy agree to maintain and provide to the Village Council and/or the Board of Education the following within a reasonable period of time of a formal request –
- a. Certificate of Insurance naming the Village of Ridgewood and the Ridgewood Board of Education as additional insured with a \$2 million aggregate amount.
  - b. Mission Statement
  - c. By-Laws
  - d. Trustees and Officers names, titles, term dates, and email addresses

- e. Date of the last and next Board Election
- f. What legal and/or tax status the organization has, e.g. 501(c)3, or other such status. This should be included on the organization's website.
- g. Code of Conduct for players, parents and coaches
- h. Grievance Policy and Procedure with applicable contact information
- i. Copy of the latest IRS Form 990, with attachments.
- j. Copies of coach's instructor's background check, certifications/trainings where applicable.

## **V. Allocation of Fields and Facilities**

### **A. Field and Facility Committee (the "Committee")**

#### **1) Composition**

The VOR/BOE Committee, co-chaired by the Director of Parks and Recreation and the Ridgewood High School Athletic Director or designees, will determine allocation according to this policy. The Committee members will consist of Village Council liaison, a BOE liaison, a community member designee of the Council's choosing, a PRC Board liaison, an Open Space Committee liaison, a representative from each of the Recognized Groups. The Business Administrator of the BOE will be a non-voting, Ex-officio member.

#### **2) Voting**

All members of the Committee will be voting members with the exception of the Business Administrator of the BOE. Each member of the Committee will have one vote. Any act or action required of the Committee will be made or taken by consensus vote of the Committee; provided that the allocation of funds collected for the use of fields and facilities as contemplated under Section V.G of this policy will require a majority vote of the entire voting membership of the Field Committee. In the event the Committee cannot agree upon the final form of a seasonal field schedule by consensus (or upon a funding matter by majority of the entire voting membership of the Committee), the decision on use of a particular field or other outdoor facility (or funding), based upon the criteria set forth in this policy, rests with the PRC Board. Any appeal of its decision may be made to the Village Manager or designee for a VOR facility and to the Superintendent of Schools or designee for a BOE facility.

All Recognized Groups must attend 7 out of the 10 monthly scheduled meetings to maintain their status as a voting member. A Recognized Group will regain its full

voting status when they have achieved 70% attendance using the 10 preceding meetings as the measuring instrument.

### 3) Responsibilities

The primary responsibility of the Committee is to allocate fields and facilities in accordance with the procedures set forth. The Committee develops a seasonal fields schedule for all such users. It is prepared on a draft basis at least three months before the effective date. The draft is reviewed monthly and becomes final upon approval of the committee. It is the intention of the Committee to have this final approval approximately two months before the effective date in order to allow scheduling of games and practices. The seasonal schedule will establish the opening and closing dates for field use as well as the period of time affected by that schedule.

The approved official seasonal schedule will serve as a permit for use of the facility named. Responsible officials within the Village (police, emergency services, parks department, and others) and within the BOE (building principals, custodial staff, and others) will receive a copy of the field schedule.

A copy will be posted on the VOR and BOE websites and a hard copy can be made available to any resident who requests one from the Parks and Recreation Department at The Stable. It is recognized that each sports group further subdivides the time among its teams or groups; conflicts among such teams and groups are not addressed by this policy. For users other than Category 1 & 2 users, a formal application and permit are required (see document attached).

The field schedule will be divided into at least the following such parts: school days (after school until 5:45 pm with such exceptions as are noted in the seasonal fields schedule, it being understood that field turnover on RHS Stadium and Stevens fields will occur at 6:00 pm), school days after 5:45 pm (except as noted in the seasonal fields schedule), Saturdays (am/pm) and Sundays (am/pm); they may be further subdivided if desired to accommodate needs and not to reserve more time than necessary for a function or event. Non-school days, during any such schedule, will utilize a weekday schedule, except school hours will be open to users to reserve, by assigned priority, in advance. Special note will be made of time slot variations due to special events (tournaments, town events, RBSA parade/field day, Lax Day, RHS games scheduled, other RHS events are examples).

Communication is the key to efficient maximization of use of scarce facilities. Consistent with that goal, any assigned user must notify the Director of Parks and Recreation, or the Director's designee, of expected non use of a particular facility, at a particular time. Every effort should be made to do so at least 7 calendar days in advance. This non-use does not apply to weather cancellations.

**CONTROVERSIES:** A key purpose of this committee is to respond to public inquiries/complaints on athletic fields/facilities and record all actions taken. Complaints about the use or misuse of any Village of Ridgewood (VOR) / Board of

Education (BOE) field or athletic facility should be made to the BOE Athletic Director or Village Director of Parks and Recreation at the following email address [sports-facility-concerns@ridgewood.k12.nj.us](mailto:sports-facility-concerns@ridgewood.k12.nj.us). Those items will then be forwarded to the Field Committee for the purpose of recording all such complaints and any action taken to resolve them; the Field Committee will also respond to any other items as soon as practical, when brought to its attention. The Committee is authorized to institute disciplinary action, including verbal or written warning or censure; assessment of expense reimbursement costs; suspension or elimination of field use; or otherwise restricting access to groups who abuse the field/facility use privileges. The Committee has limited authority over the Recognized Groups, for example, misuse of facilities; scheduling conflicts; poor behavior of adults who supervise children; poor behavior of fans watching the games, etc. In these cases, controversies or complaints should be resolved internally by the Recognized Group. If that cannot be accomplished, then the parties should appeal to the Committee. Furthermore, if a satisfactory resolution cannot be resolved at the Committee level, the parties should appeal to the Parks and Recreation Director or the BOE School Business Administrator depending on where the controversy started, on Village property or on BOE property. The final arbiter of continued conflict is the Village Manager or other

VOR representative for VOR property or the Superintendent of Schools or another BOE representative for BOE property. The VOR and the BOE will not be the arbiter of conflicts of internal operations of Recognized Groups inclusive of personnel issues, financial operations or any other issue that does not directly impact VOR or BOE facilities.

The BOE and VOR reserve the right to restrict use of facilities.

#### B. Gymnasium and other indoor facilities

Primary use by the majority of users is during the 11/1 to 3/31 time period, when fields are typically closed. A seasonal schedule is prepared by the BOE Business Administrator, based upon requests received no later than 9/15 from prospective users, on a draft to be issued no later than October 1. Cooperation and efficient scheduling of programs is necessary to maximize the use of facilities by all users (RHS athletics, RCS and community users.) (For example, programs should be scheduled so that the smallest facility available is used which may accommodate a program, leaving larger facilities for programs which cannot use the smaller facility; likewise, scheduling of adult programs should be after 9 pm when possible to accommodate youth programs before 9 pm.) The draft will be subject to review by the users; a meeting will be held, chaired by the BOE Business Administrator, no later than October 15 to finalize the schedule. A post season (spring) meeting of all users is to be chaired by the Business Administrator to review longer term use issues. In the event the users cannot agree upon the final schedule by consensus, the ultimate decision on use of a particular gymnasium or other indoor facility, based upon the criteria set forth in this policy, rests with the Business Administrator who will chair all meetings listed above. Any appeal of his decision must be made to the Board of Education for a BOE facility.

Communication/cooperation is the key to efficient maximization of use of the BOE's scarce facilities. Consistent with that goal, any assigned user must notify the

Business Administrator or his designee of expected non-use of a particular facility at a particular time. Every effort should be made to do so at least 7 calendar days in advance. A formal BOE-issued permit is required along with completion of the BOE required application/insurance, with required signatures on such form (see BOE Policy 7510).

C. Notes Concerning Scheduling

Priority Assignment of Fields, Gymnasiums and other Indoor Facilities

Priority of assignment is made based upon the categories established in section III above. Notwithstanding any other provision of this policy to the contrary, Category 2A programs will have priority over Category I programs on RHS Stadium Field at least three weekday evenings (after 6:00 pm) each week and on Stevens Field on weekdays in the Fall (after 6:15 pm) and Spring (after 6:00 pm) and on Saturday mornings in the Spring; provided, however, all reasonable efforts to accommodate game needs of Category I programs have been considered. Priority is given within a particular sport's New Jersey State Interscholastic Athletic Association (NJSIAA) designated "season." In-season sports have equal status to each other; out of season sports have equal status to each other. Recognizing that most sports have some program on more than an in-season per NJSIAA basis, consideration should be made to accommodate the out-of-season sport's minimum necessary allocation for (a) games as a first priority and (b) practices as a second priority. Assignment of particular fields will be done with an effort towards accommodating such use rather than simply on a preference basis; efficient, coordinated use is the goal.

Certain field users maintain an "affiliation or co-sponsor" with Recognized Groups. Each Recognized Group may determine whether it will provide fields from its allotted time to affiliated programs. Affiliated users may not gain a priority over other Recognized Group by virtue of such affiliation.

Going forward, the Recognized Groups as of the date of this Amendment (December 12, 2017) will be able to offer the co-sponsored activities they have offered over the last 12 months as long as they continue to offer such activities. On a forward looking basis a new co-sponsor or affiliated user and a new use by a Recognized Group will coordinate with the similar type Recognized Group for its efforts in running any activities. No Recognized Group should engage an affiliated user or co-sponsor a group without the consent from the similar type Recognized Group.

Priority of assignment within Category 3 permits will be granted equitably to applicants who have submitted all required information and paperwork on dates of assignment. On the last business date of each month, such available time will be allocated to such users for the second following month (for example, on March 31 for the month of May). Applications for Category 4 permits will be assigned on a similar timetable.

No Recognized Group or other entity shall enter in a contractual or other arrangement with an “affiliation or co-sponsor” organization that has the result of allotting Village or BOE facilities without the expressed approval of the terms and conditions of such arrangements by the Village or BOE for the facilities under their respective auspices.

#### Game Delays

Ridgewood High School and Ridgewood youth sports activities are often subject to delays due to late arriving opponents and/or officials, or emergencies. In such cases, use may extend beyond the normal time. Likewise, overtime and extra innings can require additional time. Those incidents are to be documented for Field Committee review. Other users take their starting time subject to RHS sports’ right to complete their games and with the knowledge that termination of the activity is not solely within the control of the RHS representative. RHS practices may not delay the start of the next user session.

#### Makeup Schedule

Under unusual circumstances, RHS sports, including makeup games, have the right to bump a previously scheduled activity provided at least 24 hours’ notice is given to the assigned user at the original site. Every effort should be made to limit such late rescheduling. Other BOE use (for example, elementary school fairs, campouts, etc.) are known well in advance and have priority provided at least 30 days notice is given of the event. BOE agrees to make every effort to notify affected users as soon as possible of all cancellations.

### D. Field Closings Due to Weather

All users of athletic fields are subject to the determination of field playing conditions on a daily basis. Determination is made on week-days at 2:00 pm by the Director of Parks and Recreation, or his designee, in consultation with representatives of the BOE, for both VOR and BOE fields; the Director will consult with the RHS Athletic Director, or designee, concerning the impact upon RHS athletics and any special consideration to be given. Generally, all users are subject to the same standard for closure. Nevertheless, determination will be made on a field-by-field basis, as well as a user-by-user basis where conditions are such that some fields may be playable while others are not, and some users may do less damage by use than others. Final determination will be placed on the Parks Department hotline 201-670-5565 (select option 6) after 2:00 pm. At later times and weekends, each organization is required to close its fields if injury may result to participants or if damage to the playing surface, affecting not only its continued use by this user but also use by others in this season and in the following season, will occur. If in doubt, the field will be closed. Users must notify the Director of Parks & Recreation, or designee, if they have closed the field so other users questioning whether to close their fields can be so advised.

### E. Non-traditional Outdoor Facilities

Playgrounds (Veteran's Field, Graydon Pool)  
Ben Franklin Parking Lot  
Graydon Pool Pavilion  
Graydon Parking Lot  
Kasschau Shell  
Memorial Park at Van Neste Square

F. Tennis Courts

There are sixteen (16) tennis courts at five (5) locations throughout the Village.

1. Ridgewood High School (5)
2. Somerville (4)
3. East Glen Avenue (2)
4. Bellair Road (3)
5. North Monroe Street (2)

Tennis Court Rules and Regulations:

1. Resident badges are required.
2. Parks and Recreation Department and/or Board of Education's sponsored programs take precedence over all other play.
3. When others are waiting:
  - a. Single and doubles play is limited to one (1) hour beginning at the time the court was occupied.
  - b. A court must be occupied by a minimum of two (2) players.
4. Only tennis shoes and sneakers may be worn on the courts.
5. Pets are not permitted on the courts.
6. Roller skating, bicycle riding, and skateboarding are not permitted.

G. Athletic Camp/Clinics

This category will include instructional activities that extend beyond one day and for which a separate fee or tuition is charged. Facilities are limited to camps which have 51% residency requirement or attendance at Ridgewood Public Schools and must be open to all youth regardless of skill level. Sports camps will be limited to one week (five days) duration for any given age group or similar category (gender, ability, etc.). Camps may be scheduled at Ridgewood facilities only if there is a written sponsorship agreement by a Recognized Group. The outside agency conducting the program is required to submit payment of the user fee prior to the commencement of camp to the Village, as custodian of the funds for the benefit of the Field Committee. (See attachment A.) All sports camps are limited to one camp per Recognized Group each year. Recognized Groups may only conduct programs within their sport. All camps, no matter which facility is to be used, must be

scheduled through the Field Committee and comply with facility owners' other requirements.

All revenues collected for the use of the fields and facilities under this Section V.G are to be used only for capital improvements or extraordinary maintenance to, or development of fields and facilities as determined by the Field Committee, in its sole discretion. A majority vote of the entire voting membership of the Field Committee as set forth in Section V. A(1) hereof is required for the approval of the spending, use, application or appropriation of any funds raised under this Section V.G. Each such action of the Field Committee will be memorialized in writing in the meeting minutes of the Field Committee by resolution or other similar written indicia of the approval of such action. For the avoidance of doubt, it is acknowledged that the Village Council of the Village of Ridgewood or the Board of Education, as the case may be with respect to any particular field or facility, must authorize and/or approve any underlying capital improvements, extraordinary maintenance or development of their respective fields and facilities (see Section VII). Disbursement of the funds will be effected by the authorized representative of the applicable organization, entity or governing body to which such funds have been entrusted as promptly as practicable (in conformity with the procedural requirements of such organization, entity or governing body) upon receipt of written notice of the action of the Field Committee. The Director of Parks and Recreation will, on an annual basis, present to the Village Council and the Board of Education, a financial report which details the sources and amounts of all revenue collected, as well as a list of all the uses and amounts of any expenditures, and additionally, the starting and ending balances of the account established for this purposes.

An in-house camp style program which includes activities that are sponsored, organized and administered directly by Recognized Group in the community, is permitted. The fee charged for these activities must go directly to the organization's treasury as reported to the IRS. Tuition fees for these programs should be kept to a minimum. This type of camp has a Category 2 priority. Camps must comply with field closure policy and all other facility use restrictions.

#### H. Special Events

Village of Ridgewood is known to sponsor numerous special events such as sport tournaments, July 4<sup>th</sup> parade and fireworks, baseball parade and fair, Lax Day, Memorial Day Run, RHS cross-county event, Maroons Soccer Tournament, Science Fair and many others. Every effort should be made to accommodate such events no matter what priority is assigned. Exceptions to stated policy may be granted for such special events. Annual special events will be noted on the seasonal field schedule. All special events requiring exceptions will only be granted with the approval of the co-chairs of the Field Committee in consultation with the other members of the Field Committee.

## VI. Facility Use Rules and Regulations

### Conduct Rules

- A. Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.
- B. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. Group users must inform their participants of the conduct rules under this Field Policy. Users must clean up after themselves (i.e., water bottles, etc.) and managers must inspect the facilities.
- C. Warm-ups for the next scheduled event must be performed so as not to interfere with existing event and so as not to endanger the welfare of all participants, spectators and facilities.
- D. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent and abusive language is prohibited. Smoking is prohibited at all fields/facilities, in particular all artificial turf fields.
- E. All trash must be placed in proper receptacles. Users are expected to leave the facility in the same or better condition in which it was found.
- F. No public urination or defecation will be tolerated. Any user group that desires a “port-o-john” at a site must gain approval from the Field Committee for it. The Field Committee will also be responsible for the site location and screening of the facility if appropriate. Any citizen complaints about the maintenance or location of these facilities should be made to the Director of Parks and Recreation or the BOE/Ridgewood High School Athletic Director.
- G. Clothes must be changed in rest rooms only.
- H. Use of official parking areas for facilities, where available, must be encouraged through publication of those locations on the websites of facility users, or via alternate communications if websites are not used.
- I. Concession sales are by separate permit only in compliance with all Village ordinances.
- J. Athletic fields/facilities may not be used before 8:00 am or after dusk, except where lights are permitted in accordance with this Policy. Notwithstanding the foregoing, the

BOE Supervisor of Wellness/Athletic Director or the Director of Parks and Recreation may authorize some early field use starting times for the infrequent, occasional needs of RHS or for special community events.

- K. All tailgating parties shall be held at the Ridgewood High School Parking Lot.
- L. Dogs Are Not Permitted. Pursuant to Ridgewood Village Ordinance 1689, dogs are not permitted on school grounds, including all school athletic facilities. In addition, pursuant to Village Ordinance 3600, dogs are prohibited from most parks, including the following parks with athletic facilities: Citizens Park, Graydon Park/Maple Field, and Veteran's Memorial Field. Please note that Irene Habernickel Family Park and Schedler Park are excepted from this rule, but all dogs are required to be properly leashed and controlled by their owners. Certified service animals are exempt from these regulations.

#### Noise Rules

- A. Sound for music, announcements or other similar purposes is not permitted to be unreasonably and unnecessarily loud or disturbing and must conclude with the completion of the event.
- B. NO Public Address systems or loudspeakers may be used before 9:00 am or after 8:00 pm without a permit except as follows:
  - 1. At Kasschau Shell as part of a performance Sunday through Thursday evenings.
  - 2. At Graydon Pool from 9:00 am thru 9:00 pm for announcements and instruction during the Pool Season.
  - 3. At RHS Stadium and at Vets Field until 10:00 pm for games on Fridays and Saturdays during the Spring and Fall seasons.
- C. Use of a PA system or loudspeaker in all other cases will require a special use permit from the Director of Parks and Recreation or the BOE Business Administrator at any time.

#### Field Lighting Rules

- A. General. It is recognized that an insufficient number of fields dictates the need for lighted fields in order to accommodate practices and games for Category 1 and 2 users. Because more fields are not available, greater use must be made of existing facilities. Therefore, permanent or portable lights may be used on any property. All Village of Ridgewood and Board of Education properties have a 9:00 pm lights out time limit for all outdoor facilities unless otherwise specified in this Field Policy. The table and notes below set forth those fields currently using lights (permanent or portable) together with the lights out time limit for such fields, including any exceptions to the 9:00 lights out time limit. In all cases, the VOR and the BOE intend that fields be lighted only to the minimum level necessary to ensure the safety and security of participants and spectators using the fields. The field lighting rules set forth in this Field Policy will be reviewed annually.

Field	Practice	Game	Sunday
RHS Stadium	M-Sa 9:00 pm	M-Th 9:00 pm F- Sa 10:00 pm	7:00 pm
Stevens	M- Sa 9:00 pm	M-Sa 9:00 pm	7:00 pm
Veterans'	M- Sa 9:00 pm	M-Th 9:30 pm F- Sa 10:00 pm	7:00 pm
Maple Park	M- Sa 9:00 pm	M -Sa 9:00 pm	7:00 pm
Citizens' Park	M- Sa 9:00 pm	M -Sa 9:00 pm	7:00 pm
BFMS	M- Sa 9:00 pm	M -Sa 9:00 pm	7:00 pm
Glen School	M- Sa 9:00 pm	M -Sa 9:00 pm	7:00 pm
Orchard	M- Sa 9:00 pm	M -Sa 9:00 pm	7:00 pm

NOTES TO TABLE:

1. Lighting for building security or walkway safety purposes is allowed at any hour at the discretion of the property manager.
2. Field users must exercise their reasonable best efforts to schedule all practices and games to end AT OR BEFORE the applicable time specified in the table above with the lights to be turned off as soon as the pick-up of players allows.
3. Notwithstanding the lights-out time limits for RHS Stadium and Stevens Field in the table above, the following rules will apply:
  - a) On RHS Stadium field, there shall not be more than 20 games on Friday and Saturday nights where the lights will be on until 10:00 p.m. On Stevens Field, "Lights Out" for all games shall be no later than 9:00 p.m. on all days of the week.
  - b) On Veterans Field, there shall be an electronic shut off for the lights, if possible with existing lighting, at 10:00 p.m., with egress lighting until 10:15 p.m.
  - c) Notwithstanding the foregoing, Stevens Field will not be used, and thus lights will not be activated for athletic purposes,
    - i. on the afternoon or evening of Ridgewood High School graduation; or
    - ii. on the evening of the VOR Fourth of July celebration.
4. The BFMS basketball courts may be lighted during June and July for basketball league purposes only as late as 9:00 pm.
5. The Field Committee will monitor the use of fields after the applicable time specified in the table above.
6. Any citizen questions or complaints about light operation not in compliance with the above table should be directed to the Director of Parks & Recreation or the BOE Ridgewood High School Athletic Director. (See Section V.A.3.)
7. If a field is canceled for use – the organization is responsible to call to shut off the lights.

- B. Portable Lights. Use of portable lighting by any group shall require an on-site meeting at the beginning of every season between a user group administrator and a Field Committee Chair to determine the placement of the portable lights, except in circumstances where the number and site location of the portable lights is unchanged from a plan of use previously approved under this Field Policy. The number of portable lights and their locations shall be determined by the Field Committee. The goal will be to use the minimum number of lights necessary to safely conduct the activity. The Field Committee may change the number of lights at a site in order to allow for flexibility in the rotation of field uses. Location of portable lights to be used in any season shall be stated on the Field Committee schedule or shall otherwise be recorded by the Field Committee and the user group. Consideration of location will include ability to complement existing permanent lights, size of the facility, location of field and proximity to homes as opposed to non-residences, ability to shine lights away from residences, buffer to residences, rotation of facilities using lights, and any particular attributes of the facility itself. It will be the user group's responsibility to ensure the lights are maintained in the correct locations. Every effort shall be made to ensure that the lights used will only light the playing surface and not exceed the field area. Any citizen complaints about portable light location or direction should be directed to the Director of Parks and Recreation or the BOE Ridgewood High School Athletic Director. (See Section V.A.3.) They will visit the location within one business day and use reasonable efforts to resolve the problem. This information will also be recorded and reviewed by the Field Committee.

- C. Alternate Lighted Fields. The following fields not listed in the table in Paragraph A above are designated as alternate lighted fields: Brookside, Somerville School, and Pleasant Park (Hawes School). In the event of field closures elsewhere due to field improvements at other sites or due to flood related closings, these sites may be assigned for use with portable lights for a period of time of up to one season per year (12 weeks) with the approval of the Ridgewood Village Council for Village-owned fields or the Ridgewood Board of Education for Board of Education-owned fields. In the event that regular use is contemplated or requested at these sites, such use would require the approval of those governing bodies as set forth in the "Field Modifications" in Section VII of this Field Policy.

## **VII. Field Modifications**

Any substantial proposed changes to fields or parks should be submitted to the Field Committee to consider impact upon facility use. Those requested changes, along with a recommendation, will then be forwarded to the PRC Board for recommendation to the BOE Ridgewood High School Athletic Director or Village Council for consideration.

Requested changes include the development of active recreation areas from property not currently used for that purpose. It would include the installation of fences, structures, scoreboards, permanent stands and permanent lighting.

It does not include the replacement of any current structure (an old backstop with a new one of roughly the same size) or the repair or replacement of existing fencing. These types of items are the responsibility of the Director of Parks and Recreation, the BOE Ridgewood High School Athletic Director or a designee.

The placement location of all movable items (portable stands, port-a-johns, soccer and lacrosse goals, batting cages, blocking sleds, temporary fencing, etc.) will be the responsibility of the Field Committee. They may delegate seasonal authority to Recognized Group regarding the management of these items. Moveable items are not to remain on turf fields when not in use.

## Ridgewood, New Jersey

### Fee Schedule for Use of Athletic Fields/Short Term Use

All fees are due in full prior to field use.

LOCATION	Field Category	DAILY FEE RATE 9:00 am-3:00 pm MONDAY - FRIDAY	HOURLY RATE FOR PARTIAL DAY ADDITIONAL TIME
BF TRACK	I	\$600	100.00
MAPLE FIELD	I	\$600	100.00
RHS STADIUM	I	\$600	100.00
STEVENS FIELD	I	\$600	100.00
BEN FRANKLIN	II	\$450	75.00
SOMERVILLE	II	\$450	75.00
VETERANS NORTH	II	\$450	75.00
VETERANS SOUTH	II	\$450	75.00
BROOKSIDE	III	\$350	60.00
GLEN SCHOOL	III	\$350	60.00
HAWES (LOWER)	III	\$350	60.00
CITIZENS FIELD	IV	\$300	50.00
HAWES (UPPER)	IV	\$300	50.00
KENILWORTH	IV	\$300	50.00
GEORGE WASHINGTON	V	\$250	45.00
ORCHARD	V	\$250	45.00
RIDGE	V	\$250	45.00
TRAVELL	V	\$250	45.00
WILLARD	V	\$250	45.00

**Field Category:** I - TURF FIELD & RHS STADIUM & BF TRACK II  
 - LARGE GRASS  
 III – MID SIZE  
 IV –SMALL  
 V – ELEMENTARY SCHOOL FIELD

*Above Fees are for field access and do not include the costs of the field set-up, (i.e. infield dragging, painted lines, goal areas etc.) and garbage removal.*

