

HARDING TOWNSHIP FACILITIES RESERVATION POLICY AND PROCEDURES

VOLUME:!		CHAPTER: 12		EFFECTIVE DATE: 6/15/2021	
SUBJECT: Facilities Reservation					
REFERENCE:			SPECIAL INSTRUCTIONS:		
APPLICABILITY: All Employees			NUMBER OF PAGES: 3 Appendices #1,2,3,4,4A,5,6,7,8,9, 10, 11		
ADMINISTRATOR: Robert Falzarano <div style="text-align: right;"><i>Robert Falzarano</i></div>					
REVIEW DATE:					
REVISIONS					
DATE:	SECTION:	APPROVED BY:	DATE:	SECTION:	APPROVED BY:
6-15-21	Pages 1-5	<i>Robert Falzarano</i>			
2-16-21	IC	<i>Robert Falzarano</i>			

POLICY:

The purpose of this Policy is to set forth the process for the approval and Use of Township Facilities.

PROCEDURES:

I. AUTHORIZATION FOR USE OF TOWNSHIP FACILITIES

- A. Requests for the use of Township Facilities; including fields, parks and buildings, must be submitted to the Municipal Clerk, and approved by the Township Administrator.
- B. Unless authorized by permit in accordance with the Township Regulations, Consumption of an alcoholic beverage in or upon a Township Facilities is prohibited.
- C. Constitutional Designation area.
 - 1. Memorial Park is designated for public expressive activities.
 - a. The Facility Use application must be completed and submitted in accordance with the Facilities Use Policy & Procedures.
 - b. The placement of free speech displays shall be assigned by date order of receipt by the Municipal Clerk. (Appendix #10)
 - c. The applicant shall list the display placement area in order of preference. (Appendix #10)
 - Area A
 - Area B
 - Area C
 - o Area D
 - Area E
 - Area F
 - d. The display shall be limited to fourteen (14) calendar days starting on the first day the display is placed and erected.
 - e. The display shall comply with all State and local regulations, Statutes, and Ordinances.
 - (1) Fire
 - (2) Health
 - (3) Safety
 - (4) Police
 - f. The display shall not exceed the following dimensions:
 - (1) Height not to exceed seven (7) feet.
 - (2) Width not to exceed eight (8) feet.
 - (3) Depth not to exceed eight (8) feet.

- g. Signage shall not exceed two (2) feet by two (2) feet. Only one sign for each display is authorized.
- h. The applicant shall provide and submit the completed Facilities Use application fourteen (14) days before the placement of the display including the diagram placement location and placement location selections. (Appendix #10)
- 1. To ensure public safety, all displays shall be subject to inspection by the appropriate Harding Township official.
- J. Any display that will continue beyond 48 hours may be subject to appropriate zoning setback and other requirements to ensure public safety.
- k. All displays shall be removed within 48 hours following the completion of their use. If the display is not removed within 48 hours, the display extension request form must be submitted to the municipal Clerk 24 hours before the 48 hour removal requirement.
- l. No generators shall be permitted. All sound amplification and lighting devices shall have their own power sources.
- m. Any damage or disturbance to the ground in Memorial Park shall be repaired by the applicant, at applicant's expense, within 96 hours following the termination of the activity and subject to approval by the Harding Township Construction Official. The applicant may request an extension due to weather conditions. The display extension request form must be submitted to the Municipal Clerk. (Appendix #11)
- n. No lights, other than those required as part of the display, or amplified sound shall be permitted earlier than 8:00 am or later than 10:00 pm.
- o. Ceremonies and other manifestations of constitutionally protected events shall be conducted at Memorial Park.
- p. These requirements shall apply equally to all applications for use of Memorial Park for displays, ceremonies, and manifestations of constitutionally protected events.
- 2. No other parks, recreation areas, trails, fields, or other Municipal facilities are designated for public expressive activities.
- 3. Any approval is not precedential for any future requests or for any requests made by any other entity or party and any future requests by any party shall be subject to any updated Harding Township Facilities Use Policies & Procedures that may be established by the Township of Harding from time to time.

II. FACILITIES RESERVATION APPLICATION / PERMIT

- A. The applicant shall complete and sign the Facilities Request Form/ Permit for Township owned fields, parks, and buildings.
 - 1. Application: Appendix #1
 - 2. Use of Facilities Rules: Appendix #2
- B. A certificate of insurance for use of Township Facilities is required as outlined on Appendix #2, Use of Facilities Rules #12.
- C. The application/ permit includes a section entitled "Facilities Use Questionnaire": Appendix #3. This section shall be completed and submitted to the Municipal Clerk along with the application.
- D. The Hold Harmless Agreement: Appendix #4 and #4A shall also be completed and submitted to the Municipal Clerk along with the application.
- E. The completed Facilities Reservation Application/ Permit shall be submitted to the Municipal Clerk.

III. MUNICIPAL CLERK REVIEW

- A. Upon receipt of the completed Township Facilities Reservation Application/Permit Application and Appendices #1 - #4, the application shall be sent to the Municipal Clerk for review.
- B. The Municipal Clerk shall review the application and complete the Facilities Use Checklist (For office use only Appendix #5)

IV. APPROVAL/DENIAL

- A. After the Municipal Clerk reviews the application for completeness, the Facilities Reservation Application/Permit shall then be sent to the Township Administrator for review and final approval or denial.
 - 1. If the application/permit is approved by the Township Administrator, the approved application/permit shall be sent to the Municipal Clerk and shall be filed in the Municipal Clerk's Office, and the Municipal Clerk shall notify the applicant of said approval in accordance with Section V of this policy.
 - 2. If the application/permit is denied by the Township Administrator, the Township Administrator shall send notice of the denial to the Municipal Clerk. The application/permit denial from the Township Administrator shall be filed in the Municipal Clerk's Office, and the Municipal Clerk shall notify the applicant of said denial in accordance with section V of this policy.

V. APPLICANT NOTIFICATION

- A. The Township Administrator shall send the approved application/permit to the Municipal Clerk. The Municipal Clerk shall send the applicant written notice of the approval along with the approved application/permit. (Appendix #6)
- B. If the Township Administrator denies the application/permit, the Municipal Clerk shall similarly notify the applicant in writing. (Appendix #7) The notification shall state the reason for the denial.
- C. The applicant may appeal the Administrator's decision to the Township Committee within five (5) calendar days of receipt of Administrator's denial.

VI. PERMIT POSSESSION AND PROCESSING

- A. The applicant, or an authorized representative, must be present to supervise the event during the entire time the Township facility is in use. In addition, the applicant, or an authorized representative, must have the original approved application/permit in his/her possession at all times during the event.
- B. The Municipal Clerk will send a copy of the approved application/permit to the department heads for notice and information.
- C. For sports events, the applicant shall provide all event participants and parents with the NJ Department of Health "Guidance for Sports Activities" guidelines. (Appendix #8)
- D. For all sports events, the applicant shall provide all event participants and parents with COVID-19 field use protocols. (Appendix #9)

VII. FILING

- A. A copy of the Township Facilities Use Application/Permit, Township Administrator's determination, applicant notification, application/permit, and all other documents relevant to the application/permit shall be filed with the Municipal Clerk in separate folders with the applicant's last name and address.



TOWNSHIP OF HARDING USE OF FACILITIES REQUEST FORM

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 711

Appendix #1

GROUP OR ORGANIZATION:	
Name: _____	
Address: _____	
Phone: _____	Email: _____
RESPONSIBLE PARTY:	
Name: _____	
Address: _____	
Phone: _____	Email: _____
EVENT:	
Facility Requested: _____	
Date and Hours Requested: _____	Estimated Number of Participants: _____

USE OF TOWNSHIP FACILITIES:

The Harding Township Committee will permit the use of Township facilities when such permission has been requested in writing and approved by the Administrator, Health Administrator, Chief of Police, Superintendent of Public Works and the Municipal Clerk for the following organizations/groups:

Departments or Agencies of the Municipal Government, other Governmental Agencies, Community Organizations formed for Charitable or Civic purposes, Groups and Uses directly related to the Township/the operations of the Township, and Organizations and Uses indirectly related to the Township.

Use of Township facilities shall not be granted for the advantage of any commercial or profit-making organization, or any purpose which is prohibited by law.

In the event the Municipal Clerk deems it advisable, any application may be submitted to the Township Committee for action. The Municipal Clerk or Committee may refuse to grant the use of a Township facility whenever, in their judgment, there is good reason why permission should be refused. All state and local fire, health, safety and police regulations will be enforced.

This form completed along with a Certificate of Insurance Liability shall be submitted to the Municipal Clerk at least 3 weeks in advance of the event.

CERTIFICATION:

On behalf of the organization listed above, we agree to abide by the Harding Township rules and regulations.

Signature: _____ Date: _____

NO PERMIT WILL BE GRANTED UNLESS WRITTEN APPROVALS FOR BELOW ARE OBTAINED

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

Administrator Signature: _____ Date: _____
(Attach Certificate of Insurance Liability)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

Chief of Police Signature: _____ Date: _____
(Traffic, Parking, and Noise Ordinance – fees may be applicable over and above normal operating costs)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

Health Administrator Signature: _____ Date: _____
(Food Handling and Sanitary Facilities)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

DPW Superintendent Signature: _____ Date: _____
(Possible fees for set-up/clean-up/security when over and above normal operating costs)

Fee Applicable: Yes No Fee Paid: _____

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

Municipal Clerk Signature: _____ Date: _____
(Licenses which may be required: Social permit [if liquor is available] and raffle license)



TOWNSHIP OF HARDING USE OF FACILITIES RULES

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 711

Appendix #2

USE OF FACILITY RULES

The Township requires outside organizations, which those groups, committees, associations, clubs, individuals, or organizations whose functions or activities are NOT sponsored, controlled or regulated by Harding Township, are not covered by the Township's insurance, to comply with the following procedures:

1. Require a Certificate of Insurance showing the minimum limits:
 - a. For individual/ non-profit organizations, the minimum limits of liability to be shown on the certificate is \$500,000 combined single limit for bodily injury and property damage per occurrence and in the aggregate.
 - b. For profit-making organizations, the limit is \$1,000,000 combined single limit for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate.
2. This certificate should name the Township as an additional insured and must be received prior to granting Use of Facilities. (See Appendix #5)
3. Groups/individuals to whom Harding Township permits use of facilities are required to sign a Hold-Harmless Agreement (Appendix #4 / Appendix #4A), holding harmless the Township from any and all liability which may occur during the time they are using the facility period



TOWNSHIP OF HARDING

USE OF FACILITIES QUESTIONNAIRE

21 Blue Mill Road, P.O. Box 666
 New Vernon, New Jersey 07976
 (973) 267-8000 Ext. 711

Appendix #3

ATTACH ADDITIONAL SHEETS AS NECESSARY, INCLUDING PLANS, MAPS, ETC.

EVENT INFORMATION:

TENTS:	
Will tents be utilized for this event?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many?	What size?
STAGE:	
Will a stage be utilized? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what are the dimensions?
Will you be supplying tables and/or chairs for use? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, how many?
FENCING & BARRIERS:	
Will fencing, barriers, and/or barricades be utilized?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, please provide a map that outlines proposed placement of fencing, barriers and/or barricades.	
PORTABLE TOILETS:	
Will there be portable toilets?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, please provide supplier's name:	Phone:
If yes, please provide a map that outlines the proposed placement of the portable toilets.	
INFLATABLE DEVICES & AMUSEMENTS:	
Will there be inflatable devices, amusements: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, please provide supplier's name:	Phone:
(Certificate of Insurance MUST be provided.)	
ADVERTISING:	
Will there be signs placed advertising the event?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, please provide a map of locations where the signed will be placed.	
Indicate the duration of the proposed posted sign and responsible party for removal of sign(s).	
Name:	Phone:
EQUIPMENT:	
Will equipment be on site overnight? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain:	
ENTERTAINMENT, FOOD, ALCOHOL, SPONSORS & CLEAN UP:	
If there will be live music, entertainment, or the use of amplified sound, please provide details:	
If you will be selling or serving food and/or alcohol, please provide details:	
Please list all event sponsors:	
What is your plan for cleaning and disposing of all refuse from the event?:	



**TOWNSHIP OF HARDING
HOLD HARMLESS AGREEMENT**

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 711

Appendix #4

Between TOWNSHIP OF HARDING and:

Organization Name: _____

Organization Address: _____

Organization Phone Number: _____

Organization Type (non-profit, corp., etc.): _____

In consideration of the use of (facility): _____

Date: _____ Purpose: _____

Event Title: _____

The undersigned agrees to indemnify and hold the TOWNSHIP OF HARDING and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the above referenced property.

I understand that this **Hold Harmless** also requires that the TOWNSHIP OF HARDING is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by the TOWNSHIP OF HARDING, I agree to furnish a Certificate of Insurance specifically naming the:

Name of Organization: _____

as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than: \$ _____

In order to induce the TOWNSHIP OF HARDING to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

a. Alcoholic Beverages (will / will not) be served at this event. Will Will not

b. Total number of persons anticipated at this event is: _____

c. Live entertainment (will / will not) be provided. Will Will not

d. Other: _____

Signed this _____ day of _____

as the binding act in deed of (Organization): _____

(Witness Signature)

(Organization Authorized Signature)



**TOWNSHIP OF HARDING
RELEASE, INDEMNIFICATION, AND
HOLD HARMLESS AGREEMENT**

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 711

Appendix 4A

Between the Township of Harding and _____ (hereinafter referred to as "Permit Holder")

WITNESSETH:

1. In consideration for the grant of the permit/temporary license provided herein, I _____

with an address of _____

As an authorized representative and on behalf of the Permit Holder and its members, officers, agents, beneficiaries, affiliates and assignees, with full knowledge of the risks associated with use of the Township Facility listed below, and having conducted a physical inspection thereof and finding same to be to Permit Holder's satisfaction, hereby knowingly and voluntarily release, acquit and forever discharge and agree to defend, indemnify and holds harmless the Township of Harding, its employees, elected officials, officials, agents, volunteers, insurers, including the Township's Joint Insurance Fund, and other representatives (hereinafter referred to as the "Township") of and from all manner of action(s), losses, accounts, agreements, bills, bonds, cause(s) of action, claims, contracts, bodily injuries, controversies, covenants, damages, debts, demands, executions, judgements, promises, reckonings, specialties, suits, sums of money, trespasses and variances, whatsoever, in law or in equity (collectively "Loss"), which Permit Holder or its members, officers, agents, beneficiaries, affiliates and assignees and any third parties ever had, now have or which any personal representative, successor, heir or assign, hereinafter can, shall or may have, against the Township, by reason of any matter, cause or thing whatsoever, including but not limited to exposure to any communicable disease such as COVID-19, from the beginning of time until the date any Loss is or should have been recognized, in any way airing out of or in any manner relating to Permit Holder's access to or use of Township Facilities listed below for the purposes set form in Section 2, below.

2. The _____ Township Facilities (referred to herein as the "Facilities") will be used for the following purpose and no other (Example: XYZ Tournament, League Game, etc.):

_____ on the

Date(s): _____

SIGNED: _____ DATE: _____

PRINT NAME: _____

WITNESS: _____ DATE: _____



TOWNSHIP OF HARDING USE OF FACILITY CHECKLIST

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 711

Appendix #5

CHECK IF INCLUDED:

- 1. Hold Harmless Agreement signed and dated in favor of Township of Harding.
- 2. Evidence of general liability insurance (Certification of Insurance).

THE CERTIFICATE OF INSURANCE SHOULD INCLUDE:

- 3. The “Insured” should read the same as the “Applicant”.
- 4. The “Insurance Company” should be shown in the “Company Affording Coverage” section.
- 5. Under the “General Liability” section of the certificate the following items should be checked with an “X”.
 - i. Comprehensive Form or Premises/Operations
 - ii. Contractual Liability
 - iii. Host Liquor Liability (if liquor is being served)
- 6. The general liability policy number should be shown on the certificate.
- 7. The policy “effective” and “expiration” date should be shown.
- 8. The “event” date must fall within the policy “effective” and “expiration” dates; otherwise, the insurance will expire before the event.
- 9. For individual and non-profit organizations, the minimum limits of liability to be shown on the certificate is \$1,000,000 combined single limit for bodily injury and property damage per occurrence and in the aggregate.
- 10. For profit-making organizations, the limit is \$1,000,000 combined single limit for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate.
- 11. For individuals and informal residential groups, evidence of insurance is Preferred.
- 12. In the “Description of Operations” section, Harding Township should be named as “Additional Insured” as respect to use of our facility.
- 13. The “Certificate Holder” section should show the full name of the Municipality and the Municipal address.
- 14. The “Cancellation” section should indicate at least fifteen (15) day notice of Cancellation.
- 15. The certificate must be signed by an “authorized representative” from the user’s insurance company.



DATE: _____

NAME: _____

ADDRESS: _____

RE: Application for Township Facilities Usage – DENIAL STATUS

Dear Applicant:

Your application was denied for the following reasons:

1. _____
2. _____
3. _____
4. _____

If you have any questions, please do not hesitate to contact me directly at 973/267-8000 extension 711 or by email at: lsharp@hardingnj.org.

Sincerely,

Municipal Clerk

21 BLUE MILL ROAD, POST OFFICE BOX 666
NEW VERNON, NEW JERSEY 07976
TELEPHONE (973) 267-8000
MARIAN & ALLAN P. KIRBY MUNICIPAL BUILDING



DATE: _____

NAME: _____

ADDRESS: _____

RE: Application for Township Facilities Reservation – APPROVAL STATUS

Dear Applicant:

The permit application that you submitted for use of Township Facilities has been approved by the Township Administrator. The approved permit is enclosed.

The permit must be in your possession during the activity.

If you have any questions, please contact the Municipal Clerk (973/267-8000 ext. 711) or by email at: lsharp@hardingnj.org.

Sincerely,

Municipal Clerk

Attachment



Guidance for Sports
Activities

January 12, 2021

Youth and Adult Indoor Sports Pause

Executive Order No. 204 (2020) paused indoor organized and team sports practices and competitions as of December 5, 2020. That pause sunset as of January 2, 2021, so that practices and competitions of organized, competitive, and/or group sports (regardless of the risk level defined elsewhere in this document) at any facility (e.g., school, indoor fitness facility, fieldhouse, sports complex) are permitted to resume subject to the requirements outlined in this document and other applicable orders.

Pursuant to Executive Order No. 194 (2020), all interstate games and tournaments for indoor youth sports, up to and including high school, are prohibited until further notice. "Indoor interstate youth sports competition" includes any sports game, scrimmage, tournament, or similar competition that is conducted indoors with opposing teams or individuals from different states competing against each other and which would require an opposing team or individual to travel from a state outside of New Jersey. It also would prohibit out-of-state teams from hosting competitions in the state. Administrative Order No. 2020-25, issued December 31, 2020, clarified that the restrictions regarding interstate youth sports competitions also apply to youth sports competitions conducted outdoors. **These restrictions on interstate competitions remain in effect.**

In addition, New Jersey, Maine, Rhode Island, New Hampshire, Vermont, Connecticut, and Massachusetts have announced a regional commitment to suspend interstate hockey competitions for public and private schools and youth hockey through at least January 31.

Summary

This "Guidance for Sports Activities" published by the New Jersey Department of Health (NJDOH) is intended to guide organizations that oversee sports activities as they resume operations to ensure the health and safety of staff, participants, and their families. The Guidance address skill-building drills and team-based practices as described in the [Centers for Disease Control and Prevention \(CDC\) Guidance on Youth Sports](#).

This guidance document does not apply to professional or collegiate sports activities or US national team activities.

High school sporting activities under the jurisdiction of the New Jersey Interscholastic Athletic Association (NJSIAA) must abide by NJSIAA protocols, which shall consider NJDOH guidance.

The public health data on which this document is based can and do change frequently. Organizers should check back frequently for updates. NJDOH also encourages organizers to keep informed of guidance from the CDC, which may change regularly.



Sports program operators must abide by the following risk assessment chart:

<u>Risk Level</u>	<u>Examples</u>	<u>Permissible Activities</u>	<u>Prohibited Activities</u>
High risk - Sports that involve close, sustained contact between participants	Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, football, group dance, group cheer.	Indoor and Outdoor Practices and Competitions	Interstate youth competitions, as defined in EO 194
Medium Risk - Sports that involve some close, sustained contact, but with protective equipment in place between participants OR intermittent close contact OR group sports OR sports that use equipment that cannot be cleaned between participants.	Lacrosse, hockey, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, swimming relays, fencing, cycling in a group, running in a close group, group sailing, volleyball, soccer, basketball, baseball/softball, short track.	Indoor and Outdoor Practices and Competitions	Interstate youth competitions, as defined in EO 194
Low Risk - Sports that can be done individually, do not involve person-to-person contact and do not routinely entail individuals interacting within six feet of one another	Archery, shooting/clay target, individual running events, individual cycling events, individual swimming, individual rowing, individual diving, equestrian jumping or dressage, golf, individual sailing, weightlifting, skiing, snowboarding, tennis, individual dance, pole vault, high jump, long jump, marathon, triathlon, cross country, track and field, disc golf, badminton.	Indoor and Outdoor Practices and Competitions	Interstate youth competitions, as defined in EO 194



Guidance for Operations

Outdoor and Indoor Sports and Athletic Facilities Organizations, businesses, schools, and government entities that operate outdoor and indoor sports facilities, such as athletic fields, courts and other playing surfaces, pools, and sailing and boating facilities that are permitted to reopen their premises and facilities to adult sports and supervised youth sport leagues, summer sports camps, and other athletic activities should follow the safety measures outlined below. As a reminder, municipalities retain the discretion to open or close municipal fields or facilities.

1. Preparing a Sports Program for Practices

- a. Each sports program shall create a plan (“program preparation plan”) to ensure the following:
 - i. Identify adult staff members or volunteers to help remind coaches, players and staff of social distancing. Use of signs, tapes or physical barriers can be used to assist with guiding social distancing requirements.
 - ii. Within the program, consider creating consistent groups of the same staff, volunteers, and athletes, and avoid mixing between groups.
 - iii. Individuals shall remain 6 feet apart from one another whenever possible. This applies to athletes, coaching staff, and referees, as well as parents/guardians and other spectators to the extent they are permitted.
 - iv. Coaching staff and any parents/guardians that are permitted to attend must wear cloth or disposable masks. Athletes must wear cloth or disposable masks when not engaging in vigorous activity, such as when sitting on the bench, when interacting with an athletic trainer, etc. Face masks are not required when persons are engaged in high intensity aerobic or anaerobic activities. Face masks should **not** be worn when engaged in activities that may cause the cloth face covering to become wet, like when swimming, or when doing so may endanger the individual’s health. When face masks are not worn, efforts should be made to maintain at least 6 feet from others.
 - v. Create staggered schedules to limit contact between groups and/or players.
 - vi. Limit the use of carpools or van pools. When riding in an automobile to a sports event, encourage players to ride to the sports event with persons living in their same household.
 - vii. All staff should be educated on COVID-19 health and safety protocols prior to the resumption of athletic activities, including:
 1. Revised practice rules and regulations in place during COVID-19;
 2. The importance of staying home when experiencing symptoms of COVID- 19 or residing with someone experiencing symptoms of COVID-19;
 3. Social distancing and facecoverings;
 4. Proper hand hygiene;



5. How to address a situation in which an athlete presents with symptoms of COVID-19; and
 6. How do address situations in which social distancing or other necessary requirements are challenged by athletes or parents/guardians/visitors.
- viii. Educate athletes and coaching staff about when they should stay home and when they can return to activity.
1. Actively encourage sick staff, families, and players to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
 2. [Individuals, including coaches, players, and families, should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
 3. Individuals, including coaches, players, and families, who have recently had a [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
 4. Immediately separate coaches, staff, officials, and athletes with COVID- 19 symptoms at any sports activity. Individuals who have had close contact with a person who has symptoms should be separated and sent home as well, and follow [CDC guidance for community-related exposure](#).
 5. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- ix. All athletes, coaches, and staff should bring their own water and drinks to practice activities. Team water coolers for sharing through disposable cups and other types of shared water sources should not be permitted
- x. Encourage athletes to use their own equipment to the extent possible.
- xi. Discourage sharing of equipment as much as possible. If equipment is shared, coaching staff should be aware of the sanitation procedures for team equipment (balls, bats, etc.) and sufficient disinfecting wipes or similar products should be made available. Consult CDC guidance for cleaning and disinfection.
- xii. Individually partitioned showers or communal showers with installed barriers/partitions (at least 6 feet apart) are only permitted in facilities with pools (in accordance with the NJAC 8:26, Public Recreational Bathing). Locker room use will otherwise be limited to hand washing and restroom use only. If facility showers are to be used, ensure signage is in place to reminding athletes to maintain proper physical distancing of 6 feet.
- b. Communicate applicable details of the plan to parents/guardians and/or participants before commencing practices.
 - c. Organizers should further consult and implement, as appropriate, recommendations listed in the CDC guidance regarding assessing risk, promoting healthy behaviors, and maintaining a healthy environment during youth sports.



2. Preparing an Indoor or Outdoor Facility for Sports Practices

- a. Each facility that will be used for practices must:
 - i. Post signage in highly visible locations with reminders regarding social distancing protocols, face covering requirements, and good hygiene practices (e.g., hand hygiene, covering coughs);
 - ii. Reduced crowding and enforce proper social distancing around entrances, exits, and other high-traffic areas of the facility;
 - iii. Ensure routine and frequent cleaning and disinfecting, particularly of high-touch surfaces in accordance with CDC recommendations;
 - iv. Limit occupancy in restrooms that remain open to avoid over-crowding, maintain social distancing through signage and, where practicable, utilize attendants to monitor capacity; and
 - v. Have hand sanitizer, disinfecting wipes, soap and water, or other sanitizing materials readily available at entrances, exits, benches, dugouts, and any other area prone to gathering or high traffic.
 - vi. On any given field or space, there must be sufficient space between designated groups to prevent any interaction between the groups.
- b. Indoor facilities should ensure appropriate indoor air/ventilation by:
 - i. Keeping doors and windows open where possible and utilize fans to improve ventilation.
 - ii. Inspect and evaluate the heating, ventilation and conditioning (HVAC) unit to ensure that the system is operating within its design specifications and according to existing building code standards.
 - iii. Conducting routine maintenance as recommended by the manufacturer or HVAC professional.
 - iv. Within the design specification of the HVAC unit:
 - 1. Increasing the volume of outdoor air to the maximum capacity while the gym is occupied.
 - 2. Reducing the volume of recirculated air being returned to the indoor spaces
 - 3. Increasing the volume of air being delivered to the indoor spaces to the maximum capacity
 - 4. Selecting maximum filtration levels for the HVAC unit.
 - 5. Ensuring that the HVAC unit runs continuously while the facility is occupied.
 - 6. Ensuring that the HVAC unit runs for at least two hours before and two hours after the facility is occupied.
 - 7. Considering installing portable air cleaners equipped with a high efficiency particulate air (HEPA) filter to increase the amount of clean air within the facility.
 - 8. Reviewing and following the latest CDC guidance for ventilation requirements.



3. Conducting Sports Practices

- a. All athletes, coaches, staff and others participating in practices and competitions must be screened, via temperature check and/or health questionnaire¹, at the beginning of each session. Players, coaches, staff, and volunteers showing symptoms of COVID-19 **shall not** be permitted to participate. If any individual develops symptoms of COVID-19 during the activity, they should promptly inform organizers and **must** be removed from the activity and instructed to return home.
- b. Coaches, staff, visitors and athletes will be required to abide by the gatherings/limitations outlined in Executive Order Nos. 156 (2020), 161 (2020), 187 (2020), 196 (2020), and 204 (2020), Administrative Order No. 2020-25 or the Order in effect at the time of competition.
- c. Encourage practice activities that do not involve sustained person-to-person contact between athletes and/or coaching staff, and limit such activities in indoor settings. For example, focus on individual skill-building activities.
- d. Adhere to precautions outlined in the program preparation plan.
- e. Ensure that athletes and coaches adhere to social distancing while not actively involved in practice activities (on the bench, in the dugout, etc.). Consider assigning coaching staff to monitor sideline social distancing.
- f. If any equipment is provided by the operator, operators must minimize equipment sharing and clean and disinfect shared equipment at the end of a practice session using a product from the list of disinfectants meeting EPA criteria for use against the novel coronavirus. Do not permit athletes to share food, beverages, water bottles, towels, pinnies, gloves, helmets or any other equipment or materials that is involved in direct bodily contact.
- g. Consider dividing larger teams into smaller groups and staggering practices at different times or across different days.
- h. Limit any nonessential visitors, spectators, staff, volunteers, vendors, members of the media, and activities involving external groups or organizations as much as possible. Visitors and spectators should wear face masks at all times, unless doing so would inhibit the individual's health or the individual is under the age of two.
- i. Where they are permitted, operators are encouraged to mark off spectator/chaperone viewing sites to allow for social distancing. Visitors showing symptoms of COVID-19 shall not be permitted to attend.
- j. Restrict spitting, handshakes, high-fives, team huddles, and any other close- contacting activities.

¹ Examples of appropriate screening documents can be accessed at <https://www.cdc.gov/screening/paper-version.pdf> (CDC screener), or https://www.njsiaa.org/sites/default/files/documents/2020-10/covid-19-screening-questions_0.pdf (NJSIAA screener).



4. Preparing for games and tournaments

Competitions, tournaments, invitationals, and other activities or events that involve interaction between athletes from the same team or between teams, while permitted, carry [significant risks](#) that operators, towns, coaches, parents and others should carefully consider before proceeding. If participating in or organizing a competition, tournament, or invitational:

- a. Follow protocols listed above under “conducting sports practices.”
- b. Coaches, staff, visitors and athletes will be required to abide by the gatherings limitations in effect at the time of competition.
- c. Concession stands should meet the requirements for indoor and outdoor dining outlined in the applicable Executive Orders and Executive Directives.
- d. Consider social distancing requirements when scheduling contests and events. Social distancing will need to be maintained on buses/vans. Thus, multiple buses/vans and/or individual parent/guardian transportation will likely be required. Games should be scheduled at intervals that allow for proper sanitation of facilities and equipment following each game.

Additional notes:

- **Contract Tracing/Public Health Investigation:** Operators, coaches, participants, and others engaging in sports activities **must** cooperate with local health departments (LHDs) on contact tracing. Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of LHDs. Given that club sports teams and recreational sports teams are comprised of students enrolled in local school districts, it will be necessary for both club/recreational youth sports staff and school district staff, including but not limited to administrators, school nurses, school safety specialists, counselors, and any other staff deemed appropriate by the school district, to collaborate with and assist LHDs with contact tracing in the event of illness of a player, coach, referee, athletic trainer, and/or anyone else involved with a sports team/group. Additionally, all school districts and club/recreational youth sports staff should collaborate with LHDs to develop contact tracing policies and procedures, as well as identify the best methods to educate the broader school and youth sports community on the importance of the public health investigation and contact tracing.
- **Behavior of the athletes off the field.** Athletes who do not consistently adhere to social distancing (staying at least 6 feet apart), mask wearing, handwashing, and other prevention behaviors pose more risk to the team than those who consistently practiced these safety measures. Operators and coaches should encourage all participants to abide by applicable infection control protocols outside of the sports activity.
- **Testing of participants.** Testing is recommended if an athlete, coach, or other team member is sick, was exposed to a person who has COVID-19 or had “close contact” with an individual. Any further testing recommendations are dependent on the re-evaluation of the state’s testing priorities.



TOWNSHIP OF HARDING USE OF FACILITIES SAFETY PROTOCOLS

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 711

Appendix #9

SAFETY PROTOCOLS

- Must adhere to six-foot physical distancing rule at all times.
- Athletes must wear face coverings at all times when not actively participating in the field of play.
- Coaches must wear face coverings at all times.
- Anyone experiencing COVID-19 symptoms must stay home.
- Bring your own sanitizer and disinfecting wipes. Hand sanitizing is strongly recommended.
- No team water coolers or shared drink stations. Each person should bring individual water containers. Water fountains in the park will be off.
- Players should refrain from “high fives”, handshake lines and other physical contact.
- No spitting, eating seeds, gum, or other similar products.
- Parents/spectators must adhere to six- foot social distancing practices. This includes in and around bleachers for anyone not in the same family.
- Parents/spectators must keep ten feet or more distance from playing the field. Face coverings are strongly recommended at all times.
- The number of non-essential visitors, spectators, staff, volunteers, vendors, members of the media, and activities involving external groups or organizations must be limited as much as possible.
- Operators are encouraged to mark off spectator/chaperone viewing sites to allow for social distancing.
- Practices should be staggered at different times across different days.
- Larger teams should be divided into smaller groups.
- A Waiver and Release form must be signed by the organization’s representative and returned before a (permit; permission; approval, whichever is applicable can be issued. The waiver will be emailed to you shortly.

For a full list please visit <https://www.nj.gov/health/>



TOWNSHIP OF HARDING
USE OF FACILITIES
DISPLAY EXTENSION REQUEST FORM
(To Be Submitted to the Municipal Clerk)

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 711

Appendix #11

DISPLAY EXTENSION REQUEST FORM

Submission Date: _____

Date Received by Municipal Clerk: _____

1. Person Requesting Display Extension: _____

2. Address of Person Requesting Display Extension: _____

3. Phone Number: _____

4. Organization: _____

5. Organization Address: _____

6. Extension Period Being Requested: From: ____/____/____ To: ____/____/____

7. Reason for Extension: _____

8. Date Extension Granted: _____

9. Extension Granted by: _____