

## FACILITY RESERVATION POLICY

The aim of Manalapan Township Parks and Recreation is to provide reserved facilities whenever possible and to negotiate agreeable accommodations whenever request conflicts arise. However, when necessary, facility reservations shall be made in the following priority order:

1. a. Township/Advisory Board conducted programs
- b. Advisory Board sponsored programs (i.e., Youth Football, Recreation Basketball)
- c. Advisory Board cooperative programs
- d. School District sponsored programs
- e. Township based youth organizations (i.e., Manalapan Baseball Association, Manalapan Soccer Club, Manalapan Pop Warner Football and Cheerleading, Boy/Girl Scouts Manalapan troops) who handle a majority of youth in that specific activity or program. Priority will be given to the organization that benefits the most residents of Manalapan Township.
- f. Requests by business, organizations, social groups, clubs, private groups or residents, based in or living in Manalapan Township. Priority will be given to the organization/group that benefits the most residents of Manalapan Township.
- g. Other - Priority will be given to the group/organization that benefits the most residents of Manalapan Township.
2. All requests for facilities usage shall be done in writing as per Commission established rules and regulations. Field Allocation meetings may be utilized to assist with receipt of field requests. Requests received after said meeting will be dealt with on a first-come, first-serve basis.
3. Facility user will pay fee in advance, as outlined in the Rental Rates Schedule.
4. Applications for facilities will not be accepted earlier than 6 months before requested starting dates.
5. The usage priority is an integral part of usage policy to help negate conflict

Adopted February 11, 1985

Revised January 28, 2002

Revised October 20, 2003