



## **ROBBINSVILLE TOWNSHIP PARK/FACILITY USE RULES AND REGULATIONS**

Any resident of the Township of Robbinsville must apply for a permit to reserve a specified athletic field or picnic area at a specified time. Such **permit may be issued at the discretion of the Robbinsville Township Recreation Division** so as to allow for the orderly scheduling of the use of the athletic field or picnic area. When a permit is issued, the person holding such permit shall have the exclusive use of the athletic field or picnic area at the time designated.

### **I. Permit Procedure/Instructions Policy:**

1. Complete a Park Use Application. **The Recreation Division will accept applications as early as 90 days and no later than 30 days before the desired reservation date. Anything outside this timeframe will require the approval of the Recreation manager.**
2. Submit two checks with the completed application: a deposit and the usage fee, which varies according to the area and type of organization requesting to use the Township areas/parks. **Make checks payable to Robbinsville Township. You may also pay via credit card by calling our offices (609.259.3600, ext. 1145).**
3. The space requested will be reserved when the Park Use Application and payments are received in our office. PLEASE NOTE: Reservations will be made on a first-come-first-served basis.
4. When the application is approved, and a permit is issued, the applicant is responsible for picking up a key or code to the park building (if applicable) on the business day before the scheduled event. The Township offices are closed on the weekends but are open Monday through Friday from 8:30 a.m. to 4:30 p.m. at 66 Sharon Rd. in Robbinsville, where the key should be retrieved.
5. The Robbinsville Recreation Division will ONLY communicate directly with the person signing the application.
6. The building key should be returned to the Recreation Offices the next business day after the scheduled event.
7. The Recreation Division will examine the grounds after use and, upon determining that all of the rules have been complied with, return the deposit to the applicant.

### **II. Rules and Regulations on the use of park areas:**

1. All groups or organizations (other than nonprofit organizations or family or youth groups from Robbinsville Township) selling tickets or accepting donations to finance their picnics or outings must pay the application fee to the Robbinsville Township Recreation Division.
2. When required by the Robbinsville Township Recreation Division due to the size of the group or organization, the services of a special law enforcement officer or officers shall be obtained to maintain order. Such officers shall be duly qualified special police officers of Robbinsville Township who shall be compensated by the applicant at the established rate for such officers.
3. All groups or organizations using any of the park facilities will assume full responsibility for any and all injuries and damages which may occur during their picnic or outing. The Township of Robbinsville will require the group or organization to provide a certificate of insurance (COI) naming the Township of Robbinsville as an additional insured.
4. Maximum occupancy for event is posted in each building and must be adhered to at all times. Exceeding occupancy limits will result in termination of the event.
5. Changes, alterations, or defacement of property to any facility, its furnishings or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the Township shall have the right to deny future application without any stated cause.
6. There is four-hour maximum rental Monday through Sunday.
7. Cancellation Policy: The Township of Robbinsville requires a minimum of 5 days notification of any rental cancellation. A \$30.00 fee will be charged for any cancellations. All fees will be forfeited if event is canceled without minimum notification.
8. Forfeiture of all fees including deposit will result if any of the following occurs:
  - a. Facility damage beyond normal use.

- b. Excessive maintenance is required following use.
  - c. Any act by the applicant and/or applicant's group requires police action.
  - d. Cancellation of an event in progress due to violation of Township policies, rules, or regulations governing such usage.
9. None of the concession stands can be used for meal preparation.
  10. Music must be turned off at 9:30 PM. Event must end and guests must leave the building/park no later than 10:00 PM. The group that is cleaning the facility must vacate the building (including all personal items) no later than 10:30 PM.
  11. There must be one adult supervisor (at least 21 years of age) for every 15 minors.
  12. Buildings, when being used, must be left in the same condition as when entered. Any damage/debris found upon arriving at the building must be reported to the Parks & Recreation Division immediately so that you are not charged. All tables and chairs must be returned to their original location. Tables must be wiped clean after usage. Floor must be swept clean.
  13. Turn off all lights, check restrooms, and secure buildings when leaving.
  14. The Parks & Recreation Division is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings without written permission from the Parks & Recreation Director or his/her designee. The Township is not responsible for lost or stolen items or for any items delivered before, or left after an event.
  15. The use of the name, address, or telephone number of the Township of Robbinsville Parks & Recreation Division (or any other Department) as the address or headquarters of any group using a building is prohibited.
  16. The announcements, press releases, fliers, etc., relating to each event must clearly state the sponsoring agent's name and not the Township of Robbinsville.
  17. The application must be signed by an adult who will be in attendance and will assume full responsibility for the group use of the facility. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items, and clean up. The applicant must be the individual in charge of the event and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable on the application at the conclusion of the event, including cleanup.
  18. Dates and hours on the reservation form must include setup, take-down, and cleaning time.
  19. **RIGHT OF DENIAL:** The Robbinsville Parks & Recreation Department reserves the right to deny the use of any facility to a person and/or group for good reason. Examples: A conflict with planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group.

### **III. Prohibited acts at the park:**

1. Parking motor vehicles except in designated parking areas. Parking of motor vehicles shall be between the hours of 7 a.m. and 10 p.m.
2. Hunting, including hunting with dogs, firearms or bows and arrows.
3. Trapping.
4. Possession or use of firearms.
5. Horseback riding.
6. Swimming in creek.
7. Selling merchandise or soliciting for sale of same.
8. Lighting open fires in any area, except in a grill provided and designated for that purpose by the Township of Robbinsville.
9. Use of food or beverages on any field of active play.
10. An owner's allowing any animal in the park that is unleashed or unfettered. An owner must restrict the animal by a leash not exceeding the length specified in § 74-9A of the Code of the Township of Robbinsville. An owner shall not allow any animal on the baseball fields or soccer fields, whether leashed or fettered or unleashed or unfettered. The owner is responsible irrespective of who may be in attendance or at fault in allowing the animal onto the park grounds. In accordance with § 74-9B, an owner shall not permit the animal to defecate within the park unless such person shall immediately remove all feces deposited by such animal.
11. Possession or use of alcoholic beverages.
12. Dumping, depositing or leaving any refuse or trash except in the proper receptacles.
13. Posting any sign, placard, advertisement or inscription whatever, or erecting or cause to be erected any sign whatever on any public lands or highways or roads adjacent to a park.

14. Driving any motorized vehicle on any area except paved roads or parking areas or such areas as may be on occasion specifically designated as temporary areas.
15. Leaving a picnic area before the fire in a grill is completely extinguished.
16. Playing any games involving thrown or otherwise propelled stones, arrows, javelins, horseshoes, quoits or model airplanes, except in those areas set apart for such forms of recreation; possessing any firecrackers, torpedo rockets or other fireworks, unless a permit has been received from Robbinsville Township.
17. Removing or damaging any plant, structure or other object, or digging up or removing any dirt, stone or other substance within any park or recreation land.
18. Playing golf, except in those areas set apart for such form of recreation.

**IV. Fees**

<b>NOTE: INDOOR FACILITIES ARE LIMITED TO 501(C)3, NON-PROFIT ORGANIZATIONS ONLY – MUST PROVIDE PROOF OF SUCH STATUS</b>	Profit Organization	Non-Profit/ Individual Resident Fee	Non-Profit/ Individual Non-Resident Fee
<b>Athletic Fields/Courts</b> (Hourly Fee) Including, but not limited to the following: Soccer, baseball/softball, lacrosse, football, volleyball, basketball, skate park	\$55.00	\$30.00	\$45.00
<b>Lighted Field</b> (Additional Fee Per Hour)	\$75.00	\$40.00	\$60.00
<b>1/2 Day Camp/Tournament</b> (5-20 Hours Per Week) Up To Two Fields/Courts	\$375.00	\$200.00	\$325.00
<b>Full Day Camp/Tournament</b> (21-35 Hours Per Week) Up To Two Fields/Courts	\$525.00	\$275.00	\$425.00
<b>Seasonal</b> (3-7 Consecutive Weeks)	\$625.00	\$325.00	\$525.00
<b>Seasonal</b> (8-12 Consecutive Weeks)	\$825.00	\$425.00	\$725.00
<b>GROUP OUTING/PICNIC</b> 20 Or More People. Park Use: Up To 4 Hours	\$125.00	\$80.00	\$105.00
<b>Recreational Sporting Club or League (Participant Fee)**</b> Child/per team/per season	N/A	\$9.00	\$25.00

**Profit Organization:** means any for-profit business, group, club, league or organization.

**Non-Profit Organization:** means a not-for-profit community group such as any organization, athletic team, league or association. In determining if a group should pay the resident fee (for a tournament or one-time event), all individuals/players will be counted and the group must be comprised of 51% or more Robbinsville Township residents. Proof of Non-Profit status is required. Deposits and usage fees can be waived at the discretion of the Recreation Manager.

**Individual Resident:** includes any Robbinsville resident or private party who may wish to request the facilities for private use.

**Individual Non-resident:** means an individual or private party residing outside of Robbinsville who may wish to request the facilities for private use.

**\*\*Recreational Sporting Club or League:** means an organized not-for-profit community club dedicated to one or various specific sports, and is comprised of teams and volunteers.

**PLEASE CONTACT THE PARKS & RECREATION DEPARTMENT WITH ANY OTHER QUESTIONS:**

Division of Recreation and Parks  
 2300 Route 33  
 Robbinsville, NJ 08691  
[www.robbinsville.net/recreation](http://www.robbinsville.net/recreation)  
[Rec@robbinsville.net](mailto:Rec@robbinsville.net)  
 Phone: 609-259-3600 x1145

OFFICE HOURS: MONDAY-FRIDAY 8:30 a.m. – 4:30 p.m.

Last updated: 12/23/2025

