

**COLTS NECK TOWNSHIP
RECREATION AND PARKS DEPARTMENT**

14 Heyers Mill Road
Colts Neck, New Jersey 07722
P) 732-780-6666
F) 732-431-4507
cnrecpks@coltsneck.org

SPECIAL EVENT APPLICATION
THIS APPLICATION MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR
TO THE REQUESTED DATE(S) OF THE EVENT

Date: _____

APPLICANT INFORMATION

Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email address: _____

Alternate Contact: _____ Phone: _____

Name of Sponsoring Agency (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email address: _____

Alternate Contact: _____ Phone: _____

Is the Sponsoring Agency a Non-Profit 501(C), (3), (4) or (7)?

Yes No

If yes:

- a. Please provide a copy of IRS Form 990 or Audited Financial Statements for the previous year.
- b. Please provide names and addresses of all Board of Directors.

Are you a resident of Colts Neck Township? "Resident" is defined as:

An individual primarily residing or working in Colts Neck Township for whom proof of residency must be provided at the time of submission of this permit application. To be considered a "resident" as a team, league or organization, a roster must be submitted demonstrating at least fifty-one (51%) percent of all players either living or working in Colts Neck Township. If the facility is being reserved for a "home team," then at least fifty-one (51%) percent of the team's roster must be comprised of players living or working in Colts Neck Township. Applicants requesting township facilities are honored on a first-come, first-availability basis. Please provide league, organization or Team roster with member addresses.

Yes No

EVENT INFORMATION

1. Please Select Park/Facility Requested:

Bucks Mill Park Laird Road Park Five Point Park Cedar Drive Park

Freer Preserve Obre Preserve Big Brook Preserve

Bucks Mill Park Community Center*

**Capacity of the Community Center is limited to 150 persons per event, including staff. When alcohol is served, capacity is limited to 99 persons, including staff.*

If requesting a park, note the portion thereof for which the permit is desired: _____

2. Event Type (i.e., Wedding, Birthday Party, Sporting Event, Concert, etc.):

3. Event Day(s), Date(s) and Time(s). Include hours for set up and clean up when applicable.:

Day(s): _____

Date(s): _____

Start Time: _____

End Time: _____

4. What is your plan for vehicular traffic flow and parking? Please provide a diagram.

5. Will there be Legalized Games of Chance (i.e., Raffles, 50/50, etc.)

Yes No

If yes, please follow the instructions in the attached document, "Instructions for Raffle Applications".

6. Will alcohol be present (either served or BYOB) at your event?

Yes No

If yes, please follow the instructions in the attached document, "Alcohol at Special Events".

Please indicate number of attendees. _____

NOTE: When alcohol is served, the Community Center capacity is reduced from 150 persons including staff to 99 persons including staff. Initial your acknowledgement here: _____

NOTE: IF YOU ANSWERED "YES" TO QUESTION 5 OR 6, YOU MUST CONTACT THE MUNICIPAL CLERK AT LEAST 30 DAYS PRIOR TO YOUR EVENT AT 732-462-5740 X 100 TO OBTAIN THE REQUISITE LICENSE(S).

7. Is your event OPEN to the public or is it CLOSED (invitation only)? This would apply to sports groups, family reunions/parties, educational groups, non-profit groups and for-profit groups.

Open Closed

8. Number of expected attendees (including staff)? _____

9. Will there be an open flame? This would include the use of propane and anything that could produce a flame such as charcoal, torches, candles, etc.

Yes No

10. Will you be using a portable generator? If yes, please indicate size and type.

Yes No

Gas Diesel

Large Small

11. Will there be a tent? If yes, please detail the size and description below. Note that flame retardant certificates for the tent fabric will be required for tent coverage areas equal to or greater than 900 square feet. A SITE PLAN LAYOUT IS REQUIRED.

Yes No

Tent Size: _____

Tent Description: _____

12. Will a portable heater be used? If yes, please detail the type, size and fuel to be used.

Yes No

Heater Type: _____

Heater Size: _____

Fuel to be Used: _____

13. Will there be fireworks or any pyrotechnics?

Yes No

14. Will there be any inflatable devices (i.e., Moon Walk) that people can enter? If yes, detail the type and vendor.

Yes No

Inflatable Type: _____

Vendor: _____

NOTE: IF YOU ANSWERED "YES" TO ANY QUESTIONS 9 THROUGH 14, YOU MUST CONTACT THE FIRE MARSHALL'S OFFICE AT LEAST 30 DAYS PRIOR TO YOUR EVENT AT 732-462-5470 X111 TO OBTAIN A FIRE PERMIT.

15. Will there be food served and/or sold to the general public?

Yes No

NOTE: IF YOU ANSWERED "YES" TO QUESTION 15, YOU MUST CONTACT THE HEALTH OFFICER AT LEAST 30 DAYS PRIOR TO YOUR EVENT AT 732-462-5470 X109 TO OBTAIN A PERMIT.

16. Will there be motorized (electric or fuel powered) vehicles (i.e., cars, trucks, golf carts, tractors, etc.) parked, stored or used on site?

Yes No

17. Will there be additional service wiring (i.e., wiring for lighting, vendors, stages, sound or visual systems, cooking units, or any other services)? If yes, please provide details.

Yes No

18. Miscellaneous Information. (Please note any additional information we made need to fully evaluate your permit application.):

Applicants must agree to indemnify and hold Colts Neck Township harmless from any and all claims, injuries and/or damages arising out of the permitted use of the facility and must furnish evidence of adequate liability insurance coverage of a minimum of one million dollars (\$1,000,000) per person, incident, and for property damage with such Certificate of Insurance clearly naming Colts Neck Township as an additionally insured for the period of time which the permit is being issued.



**COLTS NECK TOWNSHIP
RECREATION AND PARKS DEPARTMENT**

14 Heyers Mill Road
Colts Neck, New Jersey 07722
P) 732-780-6666
F) 732-431-4507
cnrecpks@coltsneck.org

INSTRUCTIONS FOR RAFFLE APPLICATIONS

1. N.J.A.C. 13:47-2.1 Every organization applying to conduct raffles or to allow its members to assist a licensed affiliated organization shall, before making any such application or allowing any assistance, register with the Legalized Games of Chance Control Commission (LGCCC) and secure an Identification (ID) Number. The ID Number issued by LGCCC is valid for two years or until modified, suspended or revoked by the State.
2. Once your organization has an ID Number, complete the application in its entirety. Forms may be obtained at the State's website, <http://www.state.nj.us/lps/ca/lgccc.htm> or from the Township's Municipal Clerk.
3. Prepare **FOUR sets** of the complete application. While you may photocopy your application, the signatures of the Officer in Charge and Member in Charge on **each set** must be originals and notarized by a Notary Public.
4. If you are planning an off-premises raffle, a sample ticket must be included with each of the four raffle sets. A sample ticket is attached showing all information required.
5. The application must include **two checks in identical amounts** made payable to:

Colts Neck Township; and
Legalized Games of Chance Control Commission.

A complete list of raffle fees is on the State's website (see No.2 above); however the most common type raffles have fees as follows:

On-premises 50/50 raffle: \$20.00;

Gift basket raffles: \$20.00

Off-premises draw raffles: \$20.00 for each \$1,000.00 value of raffle prize.

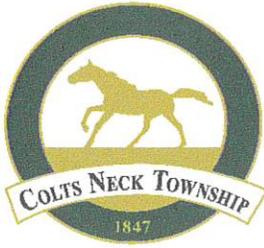
Casino Night/Texas Hold-Em: \$100

6. Please call the Township Municipal Clerk, **732-462-5470, x 121**, to arrange an appointment time to review you're the four notarized sets of the completed application . You must bring the original LGCCC Registration Certificate for viewing by the Municipal Clerk, which will be returned during the review.

7. The Municipal Clerk has the delegated authority to approve raffle applications without going through a Township Committee Meeting. When preparing for your raffle event, please plan to meet with the Municipal Clerk with your four notarized sets of each raffle application **at least 20 days** prior to your sale start date or raffle event.
8. Upon review and approval by the Municipal Clerk, the application will be mailed to the State LGCCC for final review and approval. Once the State's LGCCC has approved the application, the Municipal Clerk will issue the Raffle License and mail it to the registered organization at the mailing address shown on the LGCCC certificate unless other arrangements are made. The mail packet will include:
 - a. The original Township-sealed Raffle License to the organization;
 - b. A copy of the Findings and Determination for the application;
 - c. One set of the complete notarized application;
 - d. A sign that **must** be posted at the raffle event (1-800-GAMBLER); and
 - e. Raffle Report of Operations.
9. In accordance with State statute, the **Raffle Report of Operations** must be filed with the LGCCC no later than the 15th day of the month following the conduct of the game(s) of chance, with a copy provided to the Municipal Clerk's Office. **At the time of filing the Raffle Report of Operations, if additional fees are due, they must be sent to the LGCCC and the identical fees sent to the Colts Neck Township.** Failure to file a Raffle Report of Operations for a licensed raffle will delay or prohibit your organization from being approved for future raffle events, so please be timely in your report filing.

In the event you have any questions regarding the above procedures, please contact the Municipal Clerk's Office, 732-462-5470, ext. 121, weekdays between 8:30 a.m. and 4:30 p.m. and speak with Trina Lindsey, Registered Municipal Clerk, Colts Neck Township.

Visit the State's website <http://www.state.nj.us/lps/ca/lgccc.htm> for forms and additional information.



**COLTS NECK TOWNSHIP
RECREATION AND PARKS DEPARTMENT**

14 Heyers Mill Road
Colts Neck, New Jersey 07722
P) 732-780-6666
F) 732-431-4507
cnrecpks@coltsneck.org

ALCOHOL AT SPECIAL EVENTS

All township parks, buildings and facilities are considered “no alcohol” locations where the serving and/or consumption of alcohol is prohibited unless specifically approved on a case-by-case basis by the Township Committee during a Township Committee meeting.

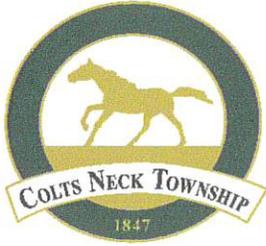
If you have applied for a State-issued Catering Permit, a State-issued Social Affairs Permit or are anticipating a BYOB event, Township Committee approval to have alcohol at the event is required if the event is held in any of the township’s parks, buildings or facilities.

Please forward a letter or email to the Colts Neck Municipal Clerk (contact information below) requesting Township Committee approval at the event. You must indicate the date, time and place of the event, as well as the number of anticipated attendees, what is being served/consumed, and what precautions will be made to ensure only those of legal age are being served and/or consuming alcohol.

In addition, a Certificate of Insurance with an alcohol rider naming Colts Neck Township as both “Certificate Holder” and “Additional Insured” for the event is required.

Please contact the Municipal Clerk, 732-462-5470, x121, to discuss your particular event if alcohol serving and/or consumption is anticipated.

Municipal Clerk
Colts Neck Township
124 Cedar Drive
Colts Neck, NJ 07762
tlindsey@coltsneck.org



**COLTS NECK TOWNSHIP
RECREATION AND PARKS DEPARTMENT**

14 Heyers Mill Road
Colts Neck, New Jersey 07722
P) 732-780-6666
F) 732-431-4507
cnrecpks@coltsneck.org

ATHLETIC FIELDS PLAYABILITY GUIDELINES

We are committed to providing high quality, safe playing surfaces for our multi-use athletic facilities and with the help and consideration of all user groups we will protect our fields from excessive damage. If any of the following conditions occur, scheduled games and practices must be cancelled or postponed:

1. Audible thunder or visible lightning (play will not resume until 30 minutes after the last sight of lightning or sound of thunder).
2. Limited visibility (darkness).
3. Standing water on the playing field.
4. Soil Saturation:
 - a. Walking on the grass causes water to rise to the surface around the foot.
 - b. Walking on the grass causes footprint indentations in the field.
 - c. One inch or more of rain 48 hours prior to a scheduled game or practice accompanied by steady rain on game or practice day.
 - d. Steady downpour of rain on game or practice day, which could cause damage to grass or injury to participants.
5. Extreme Drought conditions where 50% of the playing surfaces has turned dormant.

All coaches, referees and umpires are responsible for ensuring the safety of field playing conditions at all times during scheduled play.

It is important that every coach and user group understands these rules in order to ensure the safety of the team and maintain the quality of the fields.



COLTS NECK TOWNSHIP RECREATION AND PARKS DEPARTMENT

14 Heyers Mill Road
Colts Neck, New Jersey 07722
P) 732-780-6666
F) 732-431-4507
cnrecpks@coltsneck.org

ATHLETIC FIELDS/FACILITIES RULES AND REGULATIONS

1. All permit requests must be made a minimum of one week prior to the requested date(s) of use, in person or in writing to the Colts Neck Township Department of Recreation & Parks.
2. Any groups larger than 50 will require a Special Event Permit.
3. All permit applications must be filled out completely, signed, and submitted to the Colts Neck Township Recreation and Parks Department. The person signing the permit assumes all responsibility for the use of the park(s).
4. Recycling regulations are strictly enforced. Failure to abide by recycling regulations may result in the revocation of a permit.
5. If for any reason the Organization or Person no longer needs the field/facility, they must notify the Colts Neck Township Recreation and Parks Department **IN WRITING** of any cancellation. **PERMITS ARE NON-TRANSFERABLE.**
6. A Certificate of Insurance is **REQUIRED** from every group or organization using the field/facility. Colts Neck Township must be named as an additional insured. Renewal must be submitted as it becomes due. **NO ORGANIZATION/GROUP WILL BE ALLOWED TO USE THE FIELDS/FACILITIES UNTIL ALL PAPERWORK IS COMPLETED AND ON FILE.** Groups using the fields/facilities without the proper paperwork will not be allowed to use the fields/facilities in the future.
7. Use of the field/facility shall be limited to that listed on the Field Use Permit.
8. The field/facility shall not be used for any purpose which is in conflict with the aims and objectives of the township or the Colts Neck Township Recreation and Parks Department.
9. No vehicles permitted beyond the parking lot(s) at any field/facility. Violation will cause permit to be revoked and violator will be held responsible for any damages sustained.
10. All games (including make-up games) must be scheduled through the Colts Neck Township Recreation and Parks Department.
11. In the event of inclement weather, the Colts Neck Township Recreation and Parks Department will determine the playability of the fields during the week by 3:00 PM. Weekend play may or may not be determined by the Recreation and Parks Department on Friday. If a determination has not been made or if weather conditions deteriorate after the Recreation and Parks Department has determined the fields are playable, then group leaders should use their best judgment as to if the field is playable in its current condition. Unauthorized field maintenance (to attempt to make the field playable) is prohibited. (See #14 below.)
12. If fields are unplayable due to inclement weather (which would cause an unsafe situation or damage to the fields) the program should be re-scheduled. If damage is done to the field/facility, the permit will be revoked and the group will be held responsible. Please use sound judgment. Safety is our main concern.
13. The Recreation and Parks Department may cancel or reschedule permits at any time.
14. The township may restrict or limit date/time available for fields due to township events, maintenance of fields, etc.

15. Every organization/group shall sign such contracts and agreements as shall be required by the Recreation and Parks Department and pay the specified fees at the time of filing the permit application.
16. No changes or alterations will be made to the fields/facilities without the approval of the Recreation Director. If changes are deemed necessary and approved, the Director will be in charge of authorizing any work. The charges for alterations will be added to the basic fees and will be the responsibility of the applicant.
17. If a Recreation and Parks Department employee (including a Department of Public Works employee) is needed for additional services beyond his/her regular hours, a charge may be added to the permit fee (this may include work required for preparation or clean-up after use).
18. The Recreation Director may require police protection at an event and, if required, the cost shall be paid by the applicant and/or sponsoring agency.
19. Parking regulations are strictly enforced.
20. It is expressly understood and agreed that persons or organizations receiving approval to use township fields/facilities, shall defend, indemnify, and hold harmless Colts Neck Township, its' employees, agents, volunteers and officials from any and all lawsuits, costs, claims, expense, and judgments resulting from use of the fields/facilities.
21. Fields/facilities shall be used for athletic and recreational purposes only.
22. All Federal and State laws, local ordinances and rules of the Police and Fire Departments regarding public assemblies must be strictly complied with. The employees of the Recreation and Parks Department or its' representatives shall, at all times, have access to all parts of the fields/facilities. The Recreation and Parks Department or its' representatives reserve the right to revoke any permits should action be deemed necessary or desirable and it is determined to be in the best interest of the township and the public in general. If you do not abide by the laws, rules and ordinances, your permit may be cancelled, you may forfeit your fee, and you may be subject to legal action.
23. Consumption of alcohol (unless by special permit) and smoking are prohibited at all township fields/facilities.
24. The fields/facilities must be left in the condition they were found, reasonable wear and tear excluded. **YOU MUST PICK UP ALL TRASH!**
25. Adults must supervise groups consisting of minors (under 18 years of age) at all times. The permit will be issued to the supervising adult only.
26. Dogs must be leashed and curbed at all times while at township fields/facilities.
27. A refund or alternative date shall be given only when the cancellation of a permit is the result of actions by the Colts Neck Township Recreation and Parks Department for reasons other than a violation of the policies. Every effort will be made to provide an alternate date, but there is no guarantee that it will be accommodated.
28. Golf activity at any field/facility is strictly prohibited.
29. Field preparation is NOT permitted without prior approval by the Recreation Director.
30. Permit holders are responsible for the behavior and actions of all persons participating in and/or attending their event.
31. Any violation of these Rules and Regulations may result in a revocation of the Field Use Permit.

EXECUTIVE ORDER NO. 152

WHEREAS, in light of the dangers posed by Coronavirus disease 2019 ("COVID-19"), I issued Executive Order No. 103 on March 9, 2020, the facts and circumstances of which are adopted by reference herein, which declared both a Public Health Emergency and State of Emergency; and

WHEREAS, through Executive Order Nos. 119, 138, and 151, issued on April 7, 2020, May 6, 2020, and June 4, 2020, respectively, the facts and circumstances of which are adopted by reference herein, I declared that the COVID-19 Public Health Emergency continued to exist and declared that all Executive Orders and Administrative Orders adopted in whole or in part in response to the COVID-19 Public Health Emergency remained in full force and effect; and

WHEREAS, in accordance with N.J.S.A. App. A:9-34 and -51, I reserve the right to utilize and employ all available resources of State government to protect against the emergency created by COVID-19; and

WHEREAS, as COVID-19 continued to spread across New Jersey and an increasing number of individuals required medical care or hospitalization, I issued a series of Executive Orders pursuant to my authority under the New Jersey Civilian Defense and Disaster Control Act and the Emergency Health Powers Act, to protect the public health, safety, and welfare against the emergency created by COVID-19, including Executive Order Nos. 104-133, Nos. 135-138, and Nos. 140-151 (2020), the facts and circumstances of which are all adopted by reference herein; and

WHEREAS, among these actions, and in recognition that the Centers for Disease Control and Prevention ("CDC") has advised that social mitigation strategies for combatting COVID-19 require

every effort to reduce the rate of community spread of the disease and that COVID-19 spreads most frequently through person-to-person contact when individuals are within six feet or less of one another, I issued Executive Order No. 107 (2020) to order steps to mitigate community spread of COVID-19; and

WHEREAS, to further limit community spread from person-to-person contact through use of social mitigation measures, Executive Order No. 107 (2020) required, with limited exceptions, New Jersey residents to remain in their place of residence, cancelled all gatherings, and closed all recreational and entertainment businesses; and

WHEREAS, given the decrease in the rate of reported new cases of COVID-19 in New Jersey, in the total number of individuals being admitted to hospitals for COVID-19, and in the rate of reproduction for COVID-19 infections in New Jersey, the State can and has taken steps to lift certain restrictions that were designed to limit person-to-person contact; and

WHEREAS, even as the rate of reported new cases of COVID-19 decreases, the ongoing risks presented by COVID-19 mean that many of the State's current measures must remain in place, both to reduce additional new infections and to save lives; and

WHEREAS, after consultation with officials from the Department of Health ("DOH"), I announced a multi-stage New Jersey's Road Back Plan for the methodical and strategic reopening of businesses and activities based on scientific data and metrics concerning the level of disease transmission risk and essential classification; and

WHEREAS, the State is in the second phase of the reopening process and has begun to relax restrictions on activities where appropriately safeguarded, especially outdoor activities; and

WHEREAS, the CDC has issued guidance for mass gatherings or large community events, such as conferences, festivals, parades, concerts, sporting events, weddings, and other potentially super-spreading events, recognizing that gatherings can significantly contribute to the spread of COVID-19 and introduce the virus to new communities through increased transmission to a large number of people in a short period of time, and states throughout the region previously canceled all such events; and

WHEREAS, the CDC recognizes that the stringency of any limit on gatherings should be tailored to the significance of COVID-19 transmission in the State and region, meaning that as the spread of COVID-19 decreases in a state, the state can significantly adjust its limits on indoor and outdoor gatherings; and

WHEREAS, the fact that the spread of COVID-19 has been limited by the State's emergency measures does not in any way suggest that gathering restrictions can be lifted altogether, because absent social distancing measures, public health experts anticipate that the spread of COVID-19 would again significantly increase; and

WHEREAS, the restrictions on indoor gatherings that remain in place may be more stringent than the restrictions that are in place for retail, because in indoor retail settings individuals neither congregate in large groups nor remain in close proximity for extended periods, which are factors that have been linked to the increased risk of COVID-19 transmission; and

WHEREAS, because public health experts have identified that outdoor environments present reduced risks of transmission as compared to indoor environments, it is appropriate to adjust the restrictions relative to gatherings that happen outdoors even more considerably, meaning that certain gatherings that could not take place indoors may still happen in open-air outdoor spaces, but participants should maintain reasonable restrictions to help limit the spread and prevent future outbreaks of COVID-19 and to protect the health, safety, and welfare of New Jersey residents; and

WHEREAS, maintaining overall social distancing and mitigation requirements while gathering in open-air outdoor spaces, particularly by maintaining a six-foot distance from other individuals, is imperative to continuing to reduce the ongoing risk of community spread of COVID-19; and

WHEREAS, recognizing both that the rate of community spread of COVID-19 has been decreasing and also that limits on gatherings have contributed to that progress, a number of other states in the region have relaxed their restrictions in indoor gatherings, and have relaxed their restrictions on outdoor gatherings even further, while still leaving a number of requirements in place; and

WHEREAS, certain gatherings - including religious services and political activity - are particularly important to the functioning of the State and of society, and while such gatherings must be limited to the same degree as any other during periods of especially high community transmission, at a time during which COVID-19 cases, hospitalizations, and the rate of reproduction is lower, the restrictions on these gatherings can be relaxed to an even greater degree than for other gatherings, especially if they

are outdoors, and other states facing analogous levels of COVID-19 transmission have repeatedly recognized these points; and

WHEREAS, the State's restrictions on gatherings continue to be tailored to the harms that each gathering presents, meaning that indoor in-person gatherings must comply with a more stringent limitation than outdoor in-person gatherings, and that additional individuals may participate in a gathering beyond those numerical limitations wherever those participants remain in their vehicle, given the relative risks of COVID-19 transmission presented by each scenario; and

WHEREAS, even where a gathering is permitted, the protective measures that individuals should take, including use of masks and social distancing, remains important, most especially for larger gatherings, because as the CDC has recognized, an increase in the number of participants will offer more opportunities for person-to-person contact, and will also present a higher risk of a super-spread event, especially when it takes place indoors; and

WHEREAS, the Constitution and statutes of the State of New Jersey, particularly the provisions of N.J.S.A. 26:13-1 et seq., N.J.S.A. App. A: 9-33 et seq., N.J.S.A. 38A:3-6.1, and N.J.S.A. 38A:2-4 and all amendments and supplements thereto, confer upon the Governor of the State of New Jersey certain emergency powers, which I have invoked;

NOW, THEREFORE, I, PHILIP D. MURPHY, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the Statutes of this State, do hereby ORDER and DIRECT:

1. No indoor gathering may take place in the State, whether on public or private property, unless it adheres to all of the following rules:

- a. The number of individuals at the gathering shall be limited to 25% of the capacity of the room in which it takes place, but regardless of the capacity of the room, such limit shall never be larger than 50 persons or smaller than 10 persons;
- b. All attendees at the gathering must wear face coverings at all times except where doing so would inhibit the individual's health or where the individual is under two years of age;
- c. If there are individuals organizing or maintaining the gathering, those individuals must wear face coverings whenever feasible, and must wear face coverings whenever they are within six feet of another individual, except where doing so would inhibit the individual's health;
- d. All attendees at the gathering are required to be six feet apart from other attendees at all times, excluding immediate family members, caretakers, household members, or romantic partners, as well as excluding a limited number of individuals organizing or maintaining the gathering;
- e. There may be no contact between attendees, excluding immediate family members, caretakers, household members, or romantic partners, and excluding a limited number of individuals organizing or maintaining the gathering;

- f. Where the number of individuals at the gathering is 10 persons or fewer, the gathering is not required to comply with Paragraphs 1(a)-(e) of this Order, but all individuals at the gathering should wear face coverings at all times, except where doing so would inhibit the individual's health or where the individual is under two years of age;
- g. If there are individuals organizing or maintaining the gathering, they should, where applicable, demarcate six feet of spacing in the area of the gathering to demonstrate appropriate spacing for social distancing, such as through the placement of cones, flags, or other markings;
- h. Any physical items, including equipment, may not be shared by multiple attendees of the same gathering except for immediate family members, caretakers, household members, or romantic partners, unless such physical items are sanitized before and after use by different individuals; and
- i. To the degree the gathering requires pre-payment, or seeks donations of any kind, contactless options for pre-payment or donation, such as online or by telephone, must be offered wherever feasible.

2. No outdoor gathering may take place in the State, whether on public or private property, unless it adheres to all of the following rules:

- a. The number of individuals at the gathering must be limited to 100 persons or fewer;
- b. All attendees at the gathering are required to be six feet apart from other attendees at all times, excluding immediate family members, caretakers, household members, or romantic partners, as well as excluding a limited number of individuals organizing or maintaining the gathering;
- c. There may be no contact between attendees, excluding immediate family members, caretakers, household members, or romantic partners, and excluding a limited number of individuals organizing or maintaining the gathering;
- d. If there are individuals organizing or maintaining the gathering, they should, where applicable, demarcate six feet of spacing in the area of the gathering to demonstrate appropriate spacing for social distancing, such as through the placement of cones, flags, or other markings;
- e. Any physical items, including equipment, may not be shared by multiple attendees of the same gathering except for immediate family members, caretakers, household members, or romantic partners, unless such physical items are sanitized before and after use by different individuals;
- f. Where the number of individuals at the gathering is 25 persons or fewer, the gathering is not required to comply with Paragraphs 2(a)-(e) of this Order. Where the outdoor gathering is a religious service

or political activity, such as a protest, the gathering is not required to comply with Paragraphs 2(a)-(e) of this Order;

- g. Open-air rain tarps, tents, and other outdoor structures shall be allowed solely for the purpose of protecting against foul weather or for shade;
- h. All individuals at the gathering should wear face coverings at all times where other social distancing measures are difficult to maintain, in accordance with CDC recommendations, except where doing so would inhibit the individual's health or where the individual is under two years of age, and all attendees must wear such face coverings where required by another Executive Order; and
- i. To the degree the gathering requires pre-payment, or seeks donations of any kind, contactless options for pre-payment or donation, such as online or by telephone, must be offered wherever feasible.

3. No individual shall be considered in calculating the total number of attendees at the outdoor gathering at any time in which that individual is in a vehicle, so long as that vehicle is either (1) closed, meaning that the windows, doors, sunroofs, and tops of the vehicle are all closed, or (2) more than six feet from any other vehicle or individual.

4. Nothing in this Order shall prevent an individual at a gathering from coming within six feet of another person, coming into contact with another person, going indoors, or leaving their vehicles, if done to protect their health or safety or the health or safety of another individual.

5. Nothing in this Order shall prevent a person at a gathering from momentarily removing their mask to place or receive an item in their mouth, including food or beverage, if done for religious purposes or for their health or safety.

6. Gatherings authorized by this Order are permitted at State Parks and Forests, county and municipal parks, public and private beaches, boardwalks, lakes, and lakeshores; however, consistent with Executive Order Nos. 108, 133, and 148 (2020), counties and municipalities may impose additional restrictions at county and municipal parks in response to COVID-19.

7. Available parking at all State Parks and Forests shall reopen to their full maximum capacity, and available parking at all county and municipal parks may reopen to their full maximum capacity.

8. The provisions in paragraph 5 of Executive Order No. 107 (2020), paragraphs 3 and 7 of Executive Order No. 133 (2020), paragraphs 4 and 8 of Executive Order No. 142 (2020), and paragraphs 1 and 5 of Executive Order No. 148 (2020) are hereby superseded to the extent inconsistent with this Order. To the extent provisions of these Orders are not inconsistent with this Order, they remain in full force and effect.

9. The State Director of Emergency Management, who is the Superintendent of State Police, shall have the discretion to make additions, amendments, clarifications, exceptions, and exclusions to the terms of this Order.

10. It shall be the duty of every person or entity in this State or doing business in this State and of the members of the governing body and every official, employee, or agent of every political subdivision in this State and of each member of all other

governmental bodies, agencies, and authorities in this State of any nature whatsoever, to cooperate fully in all matters concerning this Executive Order.

11. No municipality, county, or any other agency or political subdivision of this State shall enact or enforce any order, rule, regulation, ordinance, or resolution which will or might in any way conflict with any of the provisions of this Order, or which will or might in any way interfere with or impede its achievement.

12. Penalties for violations of this Order may be imposed under, among other statutes, N.J.S.A. App. A:9-49 and -50.

13. This Order shall take effect immediately, and shall remain in effect until revoked or modified by the Governor, who shall consult with the Commissioner of DOH as appropriate.

GIVEN, under my hand and seal this
9th day of June,
Two Thousand and Twenty, and
of the Independence of the
United States, the Two
Hundred and Forty-Fourth.

[seal]

/s/ Philip D. Murphy

Governor

Attest:

/s/ Matthew J. Platkin

Chief Counsel to the Governor



Guidance for Sports Activities

*Executive Order No. 149, issued on May 29, 2020, permitted sporting activities, including organized sports, to resume on June 22, 2020. Permissible sporting activities must take place in **outdoor** settings only in a manner that **does not involve person-to-person contact** or routinely entail individuals interacting within six feet of one another, and may not resume until June 22, 2020 or later. However, as indicated below, we expect to be able to allow certain contact activities starting July 6, assuming we continue to make progress in our fight against COVID-19.*

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 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. Per Executive Order No. 149 (2020), NJSIAA activities may not resume before June 30, 2020.

As a reminder, youth sports summer camps that are permitted to open on or after July 6, 2020, must follow all applicable summer camp guidance, available [here](#), in addition to these Standards for Sports Activities.

As of June 22, 2020:

Inter-team games, scrimmages, and tournaments are permitted for low-risk sports, such as golf and individual running events (a more complete list is available below).

Contact sports, which are defined as any sports categorized as medium or high risk (a more complete list is available below), must limit activities exclusively to no-contact drills, practices, and simulations of game situations as of June 22. By July 6, it is anticipated that traditional practices and competitions will be able to resume for medium-risk sports, such as baseball, softball, basketball, and soccer, and by July 20, it is anticipated that competitions will be able to resume for high-risk sports, such as football.

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 timeline:

<u>Risk Level</u>	<u>Examples</u>	<u>Important Dates</u>
High Risk - Sports that involve close, sustained	Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, football, group dance, group cheer.	No-contact practices: June 22

contact between participants		Contact practices and competitions: July 20
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.	No-contact practices: June 22 Contact practices and competitions: July 6
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.	Practices and competitions: June 22

Guidance for Operations

Outdoor Sports and Athletic Facilities Organizations, businesses, schools, and government entities that operate outdoor sports facilities, such as athletic fields, courts and other playing surfaces, outdoor 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 impossible. This applies to athletes, coaching staff, parents/guardians, and other spectators.
- iv. Coaching staff and parents/guardians should wear cloth face coverings. Athletes are also encouraged to wear cloth or disposable face coverings when not engaging in vigorous activity, such as when sitting on the bench, when interacting with an athletic trainer, etc. Face coverings should **not** be worn by staff or athletes when engaging in high intensity aerobic or anaerobic workouts or while in the water, or where doing so would inhibit the individual's health.
- v. Create staggered schedules to limit contact between groups and/or players.
- vi. 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 face coverings;
 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.
- vii. 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.
- viii. All athletes, coaches, and staff should bring their own water and drinks to practice activities. Team water coolers for sharing through disposable cups should not be permitted
- ix. Encourage athletes to use their own equipment to the extent possible.



- x. 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.
- xi. Discourage use of locker rooms or facility showers. If facility showers need to be used, only allow shower and locker room use if there are partitions or signage in place to ensure that athletes 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 a Facility for Sports Practices

- a. Each facility that will be used for practices should ensure:
 - i. Signage posted 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 proper social distancing around entrances, exits, and other high-traffic areas of the facility;
 - iii. Routine and frequent sanitization 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.
- On any given field or space, there must be sufficient space between designated groups to prevent any interaction between the groups.

3. Conducting Sports Practices

- a. Coaches, staff, visitors and athletes will be required to abide by the gatherings limitations outlined in Executive Order No. 152 (2020), or the Order in effect at the time of competition.
- b. Screen athletes, coaches, staff and others participating in practice sessions, via temperature check and health questionnaire, 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.

- c. Limit practice activities to those that do not involve person-to-person contact between athletes and/or coaching staff. 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 coverings at all times, unless doing so would inhibit the individual's health or the individual is under the age of two.
- i. 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.

4. Preparing for games and tournaments

Competitions, tournaments, and other activities or events that involve interaction between athletes from the same team or between teams carry significant risks that operators, towns, coaches, parents and others should carefully consider before proceeding. If participating in or organizing a competition:

- a. Follow protocols listed above under "conducting sports practices."
- b. When competitions are permitted, based on the dates outlined in the chart above, coaches, staff, visitors and athletes will be required to abide by the gatherings limitations outlined in Executive Order No. 152 (2020), or the Order in effect at the time of competition. It is anticipated that the permissible number will increase to 250 on June 22 and 500 people on July 3 if the downward trends in the state's COVID-19 outbreak continues.
- c. Concession stands should meet the requirements for outdoor dining outlined in Executive Order No. 150 (2020) and Department of Health Executive Directive No. 20-014.



- 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:

Programs that are governed by formal league rules or other binding agreements or affiliations should comply with any COVID-19 and other health and safety rules applicable under those authorities but must abide by the timeline regarding permitted practice activities and competition dates.



**COLTS NECK TOWNSHIP
RECREATION AND PARKS DEPARTMENT**

14 Heyers Mill Road
Colts Neck, New Jersey 07722
P) 732-780-6666
F) 732-431-4507
cnrecpks@coltsneck.org

**ATTESTATION OF THIRD-PARTY USE OF
COLTS NECK TOWNSHIP FIELDS/FACILITIES**

In consideration of being allowed to utilize Colts Neck Township fields and/or facilities,

_____ athletic sports or recreation program (the "Program"), acknowledges, appreciates, and agrees that:

1. The undersigned represents and warrants that it has the authority to bind and act on behalf of the Program, and all who may claim through it to the terms and conditions of this attestation.
2. The risks of injury and illness (ex: communicable diseases such as MRSA, influenza, and COVID-19) from the activities involved in this program are significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce these risks, the risks of serious injury and illness do exist; and,
3. The Program KNOWINGLY AND FREELY ASSUMES ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
4. The Program willingly agrees to comply with the stated and customary terms and conditions for participation. If, however, any coach or representative of the Program observes any unusual significant hazard during their presence or participation, participation on the Township fields and/or facilities will cease immediately, and said representative will bring the incident to the attention of the Township Recreation and Parks Director immediately; and,
5. The Program has reviewed and will adhere to all of Governor Murphy's Executive Orders, including Executive Order #149, The Centers for Disease Control and Prevention (the "CDC") guidelines and the New Jersey Department of Health (the "DOH") guidelines for Covid-19 in all respects while using municipal facilities or participating in municipal activities; and,
6. The Program's plan (the "Plan") complies with Governor Murphy's Executive Orders, including Executive Order #149, the CDC guidelines, and the DOH guidelines for Covid-19, and will be modified and remain in compliance with any future guidance from the aforementioned entities.
7. The Program has provided its coaches, counselors, instructors, referees, officials, volunteer, third party assistants, and personal representatives with a copy of the Plan and a copy of this attestation. If a modification of the Plan is required due to new guidance from Governor Murphy's Executive Orders, CDC guidelines, and/or the DOH guidelines for Covid-19, then a revised Plan will be provided to its coaches, counselors, instructors, referees, officials, volunteer, third party assistants, and personal representatives.
8. The Program, its coaches, counselors, instructors, referees, officials, volunteer, third party assistants, and personal representatives shall comply with the Plan as is, or modified, pursuant to new guidance from Governor Murphy's Executive Orders, CDC guidelines, and the DOH guidelines for Covid-19 .
9. The Program, including its coaches, counselors, instructors, referees, officials, volunteer, third party assistants, and personal representatives, HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS Colts Neck Township, its

elected officials, commissioners, officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers ("RELEASEES"), WITH RESPECT TO ANY AND ALL INJURY, ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

PROGRAM ORGANIZATION NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

AUTHORIZED REPRESENTATIVE SIGNATURE: _____

DATE SIGNED: _____



**COLTS NECK TOWNSHIP
RECREATION AND PARKS DEPARTMENT**

14 Heyers Mill Road
Colts Neck, New Jersey 07722
P) 732-780-6666
F) 732-431-4507
cnrecpks@coltsneck.org

HOLD HARMLESS AGREEMENT

Between Colts Neck Township and _____

WITNESSETH:

1. _____ agrees to release, indemnify, and hold harmless Colts Neck Township from and against any loss, damage or liability, including attorneys' fees and expenses incurred by the latter entities and their respective employees, agents, volunteers, or other representatives arising out of or in any manner relating to the use of Colts Neck Township's parks, fields and/or facilities (the "facilities") as specifically permitted through the Field/Facility Use Permit and/or Special Event Permit.

2. The applicant has furnished the Certificate of Insurance with limits of liability described below:

Workers' Compensation/Employers Liability: _____

General Liability: _____

Automobile Liability: _____

Umbrella Liability: _____

A true copy of the Certificate of Insurance is attached indicating the municipality and applicable associations, recreations or committees formed by the municipality to organize the "event" must be named as additional insured on all liability policies.

3. The facilities will be used for the purpose as detailed in the Field/Facility Use Permit or Special Event Permit as issued.

Date: _____

Authorized Signature: _____

Witness: _____