



*Community Center
And Fields Registration
Procedures*

1 Public Use of Community Center

1.1 Purpose:

The purpose of this section is to provide a procedure on how to reserve the community center, define the different types of groups that will reserve it and the usage fees associated with each class.

1.2 Types of groups

There are many types of groups within our township. The groups have been split into classifications. The following are classification groups.

Classification	Definitions
I	<i>Department of Municipal Government</i>
II	<i>Schools, Community Non-Profit, Emergency Groups, Other Governmental Agencies</i>
III	<i>Religious and Political Organizations</i>
IV	<i>Profit Organizations</i>
V	<i>Individuals</i>
VI	<i>Athletic Organizations</i>



1.3 Definition for In-Town

The community center will be used by many different individuals and organizations. Preference will be given to “In Town” groups as it regards to fees. The following is the definition for each classification of the “In Town” designation. Any group that is using the facility for athletic leagues or practices, are classified as athletics. For example if a church is running a basketball league, they are classified as athletics and not a religious organization. However, if a group is holding a fundraiser which is a basketball game for the benefit of a Non Profit Organization, they would be classified as a Non Profit organization.

Group Types and In Town designation

Classification	Definitions	
I	<i>Department of Municipal Government</i>	All township departments and committees.
II	<i>Schools</i>	50% +1 of the students are from the township
	<i>Community Non-Profit</i>	The Offices are within the township
	<i>Emergency Groups</i>	Franklin Twp Fire, Asbury Fire, Franklin Twp First Aid Squad
III	<i>Other Governmental Agencies</i>	Government Agency benefiting Franklin Twp
	<i>Religious Organizations</i>	Place of Worship within the Township
IV	<i>Political Organizations</i>	Franklin Twp Political Organizations
	<i>Profit Organizations</i>	Businesses that are located within the township with more than 4 employees
V	<i>Individuals</i>	Residents that live in Franklin Twp
VI	<i>Athletic Organizations</i>	50% +1 of the participants live within Franklin Twp.

1.4 2009-2010 Usage Fees:

Township Rate

Classification		Reservation	Winter	Non-Winter
I		\$0	\$0	\$0
II		\$25	\$75	\$75
III		\$25	\$75	\$75
IV		\$25	\$75	\$75
V	2 Hours 1 court	\$25	\$125	\$125
	4 Hours 1 court	\$25	\$175	\$175
VI	Game ##	\$25	\$0/Game	\$0/Game
	All Others 1 Court	\$25	\$15/hr	\$15/hr
	All Others 2 courts	\$25	\$20/hr	\$20/hr
	Winter Basketball Practices	\$25	\$650/Season	NA

Out of Town Rate

Classification		Reservation	Winter	Non-Winter
I		\$50	\$150	\$100
II		\$50	\$150	\$100
III		\$50	\$150	\$100
IV		\$50	\$150	\$100
V	2 Hours 1 Court	\$50	\$200	\$200
	4 Hours 1 Court	\$50	\$300	\$300
VI	Games##	\$50	\$25/Game	\$25/Game
	Practices 1 Court	\$50	\$30/HR	\$25/HR
	Practices 2 Courts	\$50	\$50/HR	\$35/HR

*****NOTE** Category III, IV, V, VI must submit a \$100 refundable damage deposit.
There is a Key FOB deposit of \$10/FOB

NOTE The Game fee is an additional fee to the usage fee.

Winter is from October 1 through March 31. If the majority of the usage is during the winter, they will be charged the winter rate.

1.5 What do they need to do:

1. A person or organization wishing to reserve the community center or fields, will contact the clerks office and submit a reservation form with the appropriate reservation fee and usage fee. Check will be made out to "FRANKLIN TOWNSHIP – RECREATION FUND".
2. A Damage deposit will be submitted on a separate check made out to "FRANKLIN TOWNSHIP – RECREATION FUND".
3. Organizations need to provide a certificate of insurance showing that Franklin Township as additional insured.

1.6 How is the application processed.:

1. The form will be submitted to the Township Clerks office.
2. The Township Clerk will review form for completeness and appropriate fees. It will be submitted for the township facilities committee to schedule. There will be a planning meeting twice a year. They will be in September and January.
3. **Applications will be reviewed with preference to "In town" residents and organizations and out of town returning organizations in good standing. There will be a schedule grid created so all people will have a chance of using the facility. Prime Time hours are defined as 6-9PM Monday through Friday and 8am to noon on Saturdays. Currently 16 of the 19 prime time hours are reserved for FTYA for their basketball program starting the Monday before Thanksgiving through the second Saturday of March. This excludes Dec 25 through Jan 1. Also those same hours are reserved for FTYA baseball/softball from the last Sunday of March till the last week of May.**
4. The community center clerks office will maintain the current calendar. Between meetings all requests will be processed between the township scheduler and the clerks office.
5. If a time period is available at the beginning of the week, then a sports group can use it for practice time.

2 Public Use of Township Fields

2.1 Purpose:

The purpose of this section is to highlight the policies governing our township parks. It is our conviction that township facilities are for the enjoyment of the residents of Franklin Township and guests. It is our philosophy that usage of the facilities should be free except for extra ordinary reasons for reserving. These extra ordinary reasons are reserved picnic area, reserving of fields, and usage of lighted areas.

2.2 Types of groups

Classification	Definitions
I	Department of Municipal Government
II	Schools, Community Non-Profit, Emergency Groups, Other Governmental Agencies
III	Religious and Political Organizations
IV	Profit Organizations
V	Individuals
VI	Athletic Organizations

2.3 What do they need to do:

1. A person or organization wishing to reserve the community center or fields, will contact the clerks office and submit a reservation form with the appropriate reservation fee and usage fee. Check will be made out to "FRANKLIN TOWNSHIP – RECREATION FUND".
2. A Damage deposit will be submitted on a separate check made out to "FRANKLIN TOWNSHIP – RECREATION FUND".
3. Organizations need to provide a certificate of insurance showing that Franklin Township as additional insured.

2.4 2010 Usage Fees:

Township Rate

FACILITY		Reservation	Broadway	Asbury	Smith Park
Picnic Area	4 hrs	\$25	NA	\$25	TBD
Soccer Fields	Fall Season	\$25	\$0	\$10/team	TBD
Soccer Fields	Spring Season Practices	\$25	\$0	\$50/season per team	TBD
Soccer Fields	Spring Season Games	\$25	\$0	\$25/game date	TBD
Baseball Fields	Spring Season Games	\$25	\$0	\$0	TBD
Lighted Fields	Season (10 times)	NA	NA	NA	TBD

Out of Town Rate

FACILITY		Reservation	Broadway	Asbury	Smith Park
Picnic Area	4 hrs	\$50	NA	\$50	TBD
Soccer Fields	Fall Season	\$50	\$0	\$20/team	TBD
Soccer Fields	Spring Season Practices	\$50	\$0	\$100/season per team	TBD
Soccer Fields	Spring Season Practices	\$50	\$0	\$50/game date	TBD
Baseball Fields	Spring Season Games	\$50	\$0	\$0	TBD
Lighted Fields	Season (10 times)	NA	NA	NA	TBD