

RULES FOR ALL KINGWOOD PARKS AND RECREATION
SPONSORED PROGRAMS

- 1). **An application for sponsored activity must be filled out for each sponsored activity. This application will contain the name(s) of the responsible parties in charge of the activity. This application must include all required information about the sponsored activity and the program fee structure. All responsible parties will organize and run their sponsored program.**
- 2). **All responsible parties and volunteer(s) of an activity will fill out a Volunteer Disclosure Statement. Parks and Rec. must review all disclosure statements. An examination period maybe required.**
- 3). **All adult(s) in sponsored activities must fill out an application statement of his/her willingness to participate in the sponsored activity. Each person must sign in on the date that they participate in the activity.**
- 4). **All adult activities, which are being held at the Kingwood Township School, will be held after all other child-related activities. It is recommended that any adult sponsored activity being held at the school will be held after 8:30 P.M., unless advised otherwise by the Kingwood Township School Board.**
- 5). **All places of sponsored activity are to be cleaned up by the responsible person(s) involved and each activity will use the proper entrances and exits for the activity. All activities will respect the time limits set for that activity at all sponsored locations.**
- 6). **All accidents must be reported within 24 hours to the Kingwood Township Parks and Park Director, at (908)-996-0448. Please refer to the accident form. This report must include all information about the accident and the person(s) involved. Completed forms must be handed in to the Park Director**
- 7). **The Kingwood Township Parks and Recreation – Township Committee Chairperson must review all newspaper ads and/or flyers.**
- 8). **All responsible persons in charge of the program must maintain records of the activity. Including: applications, volunteer statements, and number of participants. An accounting worksheet is required upon completion.**
- 9). **All records will be handed into the Kingwood Township Park and Recreation Commission at its completion.**
- 10). **If fees are collected for these programs, all checks submitted must be made out to Kingwood Township Parks and Recreation. You must submit these checks to Kingwood Township along with your accounting worksheet.**