

**DOVER RECREATION COMMISSION
RE-ORGANIZATION MEETING
THURSDAY – JANUARY 13, 2011 – 7PM**

MINUTES

CALL TO ORDER: The meeting was called to order at 7:04pm by 2010 Chairman Victor Rodriguez.

PLEDGE OF ALLEGIANCE was recited by all.

OATH OF OFFICE - Peter Gori took oath of office and signed document.

ROLL CALL

Present: Maribel Garland, Victor Rodriguez, Don Fritch, Joan Bocchino, Mark Jaeger, Junior Carmona, Peter Gori and Alice Gilbert, Secretary.

Absent: Luis Acevedo, DPW Superintendent

Meeting was turned over to Alice Gilbert, Secretary for Election of Officers.

ELECTION OF OFFICERS:

Recreation Office Secretary Alice Gilbert accepted nominations as follows:

2011 ELECTION OF OFFICERS

In accordance with New Jersey State Statutes relating to Municipal Recreation Commissions...

At the annual meeting, the members of the Commission shall elect from its membership a **CHAIRMAN** and a **VICE CHAIRMAN**.

The **CHAIRMAN** shall preside at all meetings; sign all official papers; call special meetings; prepare an annual budget; approve all payroll and vouchers.

The **VICE CHAIRMAN** shall perform the duties of the Chairman in his or her absence.

At this time nominations are accepted from Board Members for the position of **CHAIRMAN** of the Dover Recreation Commission for the current year 2011.

NOMINATIONS FOR CHAIRMAN:

_____ Victor Rodriguez _____ **MADE BY** _____ Joan Bocchino _____

SECONDED BY _____ Peter Gori _____

ANY OTHER NOMINATIONS? _____ None _____

MOTION TO CLOSE NOMINATIONS: _____ made by Maribel Garland _____

SECONDED BY: _____ Junior Carmona _____

NOMINATIONS ARE HEREBY CLOSED.

Victor Rodriguez HAS BEEN NOMINATED CHAIRMAN FOR THE YEAR 2011:

Victor Rodriguez accepted the nomination.

VOTES: Roll Call

Ayes: Maribel Garland, Victor Rodriguez, Don Fritch, Joan Bocchino, Mark Jaeger, Junior Carmona, Peter Gori.

Noes: None.

At this time nominations are accepted from Board Members for the position of **VICE-CHAIRMAN** of the Dover Recreation Commission for the current year 2011:

NOMINATIONS FOR VICE CHAIRMAN:

Maribel Garland MADE BY Victor Rodriguez SECONDED BY Junior Carmona

ANY OTHER NOMINATIONS? none

MOTION TO CLOSE NOMINATIONS made by Victor Rodriguez

SECONDED BY: Joan Bocchino

NOMINATIONS ARE HEREBY CLOSED.

Maribel Garland HAS BEEN NOMINATED FOR VICE - CHAIRMAN:

Maribel Garland accepted the nomination.

VOTES: Roll Call

Ayes: Maribel Garland, Victor Rodriguez, Don Fritch, Joan Bocchino, Mark Jaeger, Junior Carmona, and Peter Gori.

Noes: None

THE FINAL ELECTION RESULTS ARE Victor Rodriguez FOR **CHAIRMAN** & Maribel Garland FOR **VICE CHAIRMAN**.

At this time the meeting was turned over to the newly elected Chairman to return to the regular order of the meeting beginning with the Public Portion:

MOTION: To close Regular Order of Meeting & Open Public Portion made by:
Commissioner Mark Jaeger.

SECONDED BY: Commissioner Peter Gori

ALL IN FAVOR MOTION CARRIED.

Chairman Rodriguez asked if anyone from the public wished to speak. Seeing no hands and hearing no voices, Chairman Rodriguez asked for a motion to close the public portion and return to regular order of the meeting.

MOTION: To close public portion & Return to Regular Order of Meeting made by Commissioner Junior Carmona.

SECONDED BY: Commissioner Mark Jaeger.

ALL IN FAVOR MOTION CARRIED.

REGULAR ORDER OF MEETING

- 1) Resolution: Designation of 2011 Recreation Commission Meeting Dates

MOTION: To approve the Resolution designating 2011 Recreation Meeting Dates (see attached) was made by Commissioner Don Fritch.

SECONDED BY: Commissioner Joan Bocchino

ALL IN FAVOR MOTION CARRIED.

- 2) Designation of 2011 Special Event Dates - Chairman Rodriguez reviewed the Special Event Dates with the Commissioners, and asked Alice Gilbert to table the Santa Letter Writing Contest, stating the event will be revamped and discussed further at the next meeting.

MOTION: To approve the Special Event Dates (see attached) tabling the Santa Letter Writing Contest discussion for next meeting, was made by Commissioner Mark Jaeger.

SECONDED BY: Vice Chairwoman Maribel Garland

ALL IN FAVOR MOTION CARRIED.

Chairman Rodriguez discussed new procedures for ordering items for events and sport organizations. He would like Alice to bring orders to Commission for review prior to creating a purchase order. The Board will approve order or make changes. Vice Chairwoman Maribel Garland made a recommendation to change from ordering Easter Baskets to ordering large chocolate Easter bunnies for the Easter Egg Hunt . Alderwoman Blackman made recommendations as well. Chairman Rodriguez asked Alice to get prices before Feb 17th meeting.

- 3) Resolution designating sponsored sport groups, events & programs for 2011.

MOTION: To approve the resolution designating Recreation Sponsored groups, sport organizations, programs and events was made by Commissioner Joan Bocchino.

SECONDED BY: Commissioner Junior Carmona

ALL IN FAVOR MOTION CARRIED.

- 4) Committee Appointments made by Chairperson - Tabled to next meeting.

- 5) Approval of December 2010 Minutes

MOTION: To approve the Minutes of December 9, 2010 was made by Chairman Rodriguez.

SECONDED BY: Commissioner Don Fritch

ALL IN FAVOR MOTION CARRIED.

- 6) **Bills/Voucher list**

Chairman Rodriguez also discussed the purchasing of ice packs for sport organizations. In the future, no ice packs are to be purchased for sport organizations by Recreation, each sport must purchase their own ice packs.

MOTION: To approve the Bills/Voucher List was made by Commissioner Mark Jaeger.

SECONDED BY: Commissioner Don Fritch

ALL IN FAVOR MOTION CARRIED.

- 7) **Correspondence** - Chairman Rodriguez reviewed the correspondence with the Commissioners.
- 8) **Resolution: 2011 Fee Schedule** - Chairman Rodriguez reviewed the 2011 fee schedule line by line to see if any changes needed to be made (see attached).

MOTION: To approve the attached fee schedule, keeping fees the same as last year, was made by Commissioner Mark Jaeger.

SECONDED BY: Commissioner Don Fritch.

ALL IN FAVOR MOTION CARRIED.

USE OF FACILITY APPLICATIONS - Chairman Rodriguez reviewed the following applications for use of Board of Education and Town Property as follows:

Board of Education Property

- 1) Lianna Lewis of Dover Recreation Spring Track has applied for use of Hamilton Field Track from March 15, 2011 to May 26, 2011 from 6pm to 8pm, (attached dates & times) for practice only. No meets will be held.

Town Property

- 1) Mark Jaeger of Dover Strikers Soccer has applied for use of King Field Meeting Room on January 18 & 19th from 6:00pm to 9:00pm for Soccer Meetings.
- 2) Victor Rodriguez of Dover Area Little League has applied for use of King Field Concession Stand and Meeting Room from January 20, 2011 to November 6, 2011 - Concession stand - as needed - Mon - Friday 5pm to games finished; Saturdays and Sundays 8am to games finished. Meeting room - as needed.
- 3) Patrick Fahy of Dover Traveling soccer has applied for use of Crescent Field - Large turf field for Soccer Practice & Games from January 15, 2011 to February 6, 2011 from 9:00am to 4:00pm weather permitting.
- 4) Junior Carmona of Back to Basics Baseball Camp has applied for use of King Field for Baseball camp from 6/27/11 to 7/1/11 and 7/4/11 to 7/8/11 from 9:00am to 2:00pm for Baseball Camp.
Fee: \$1860.00 for use of the fields, as per last year. \$50.00 discount to Dover Little Leaguers.

MOTION: To approve Board of Education permit request from Lianna Lewis of Spring Track was made by Commissioner Junior Carmona.

SECONDED BY: Vice Chairwoman Maribel Garland

ALL IN FAVOR MOTION CARRIED.

MOTION: To approve application #1 under Town Property, for Dover Strikers Soccer was made by Vice Chairwoman Maribel Garland.

SECONDED BY: Commissioner Junior Carmona

Roll Call Vote was taken. Commissioner Mark Jaeger abstained from voting. Everyone else voted "Yes".

ALL IN FAVOR MOTION CARRIED

MOTION: To approve application #2 under Town Property, for Dover Area Little League

was made by Vice Chairwoman Maribel Garland.

SECONDED BY: Commissioner Junior Carmona

Roll Call Vote was taken. Chairman Victor Rodriguez abstained from voting. Everyone else voted "Yes".

ALL IN FAVOR MOTION CARRIED

MOTION: To approve application #3 under Town Property, for Dover Strikers Traveling Soccer was made by Commissioner Joan Bocchino.

SECONDED BY: Commissioner Junior Carmona

ALL IN FAVOR MOTION CARRIED

MOTION: To approve application #4 under Town Property, for Back to Basics Baseball Camp was made by Vice Chairwoman Maribel Garland.

SECONDED BY: Commissioner Mark Jaeger

Roll Call Vote was taken. Commissioner Junior Carmona abstained from voting. Everyone else voted "Yes".

ALL IN FAVOR MOTION CARRIED

COMMITTEE REPORTS

- a. Senior Citizen Committee - report in folders. Nancy Hagerich was not present. Report was submitted.
- b. Sport Committees - Chairman Rodriguez stated that going forward only those who had something to report must let him know prior to the meeting beginning. Everyone does not need to give a report. Basketball - Victor Rodriguez reported there were 182 kids. Discussion took place about planning a trip to see a Nets game.
- c. Monthly Maintenance Report/DPW - no report - Luis absent due to illness.

DISCUSSION:

1) **Summer Recreation Program** - After much discussion and review, the Commissioners voted to keep the fees the same as last year. *(\$350.00 first child, \$325.00 second child, \$300.00/third child; \$20.00 per day visitor fee). Registrations will be held on two Saturdays in March, anyone registering before March 31st will be eligible for a \$50.00 discount.

MOTION: To keep the program fees the same as last year was made by Commissioner Carmona.

SECONDED BY: Vice Chairwoman Maribel Garland

ALL IN FAVOR MOTION CARRIED.

ADJOURNMENT

MOTION: To adjourn was made Commissioner Joan Bocchino

SECONDED BY: Commissioner Junior Carmona

ALL IN FAVOR MOTION CARRIED

Respectfully submitted,

Alice Gilbert

Recreation Commission Secretary

See Attachments



**TOWN OF DOVER
RECREATION COMMISSION**

37 NORTH SUSSEX STREET
DOVER, NEW JERSEY 07801
Telephone: (973) 366-2200 ext. 128 Fax: (973) 328-6604

Mayor
James P. Dodd

Chairman
Victor Rodriguez

**RESOLUTION OF THE TOWN OF DOVER
BOARD OF RECREATION COMMISSION
DESIGNATING MEETING DATES
FOR THE YEAR 2011**

BE IT RESOLVED that the regular public meetings of the Town of Dover Board of Recreation Commissioners shall be held at 7:00pm at Dover Town Hall Court Room, **37 N. Sussex Street**, Dover, on the **SECOND THURSDAY** of each month with the exception of **February 17th** (meeting will be held on third Thursday).

February 17th
March 10th
April 14th
May 12th
June 9th
July 14th
August 11th
September 8th
October 13th
November 10th
December 8th
January 12, 2012 Reorganization Meeting

ATTEST:

BOARD OF RECREATION COMMISSIONERS

Alice Gilbert, Secretary

by: _____
Victor Rodriguez, Chairman

DATED:



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DESIGNATION OF DATES FOR SPECIAL EVENTS IN 2011

EASTER EGG HUNT AT JFK PARK **Saturday, April 16, 2011 @ 10:00am**
Rain Date Sunday, April 17, 2011 @ 2:00pm

FIREWORKS/CONCERT: **Sunday, July 3, 2010** **Rain date Friday July 8, 2011**

SENIOR CITIZENS DAY PICNIC: **Thursday, September 8th with rain date of Friday,**
September 9th, 2011

HALLOWEEN EVENTS:
FUN RUN **To be scheduled with Bruce Leister**

COSTUME CONTEST:
at JFK PARK: **Friday, October 28, 2011 at 6:30pm with rain date of Saturday, October 29th**
@ 2:00pm w/ second rain date of Sunday, October 30th @ 2:00pm

TREE LIGHTING CEREMONY: **Tuesday, December 6th with Rain Date of Wednesday, Dec 7th**
coordinated with Dover Board of Education & Jeanine Hilfiger, Music Supervisor

SANTA LETTER CONTEST - tabled for discussion at February meeting.



TOWN OF DOVER RECREATION COMMISSION

Mayor
James P. Dodd

Chairman
Victor Rodriguez

**RESOLUTION OF THE BOARD OF RECREATION COMMISSIONERS
OF THE TOWN OF DOVER**

WHEREAS, the Board of Recreation Commissioners of the Town of Dover are vested with the responsibility of maintaining public parks and playgrounds and governing the games and events conducted thereon; and

WHEREAS, as part of their mission, the Board of Recreation Commissioners sponsor various youth sporting groups, youth programs, contests and displays; and

WHEREAS, part of the programs, events and organizations sponsored by the Board of Recreation Commissioners are as follows:

Events:

- 1) Halloween Costume Contest & Halloween Fun Run
- 2) Holiday Tree Lighting & Santa Letter Writing Contest
- 3) Easter Egg Hunt
- 4) Summer Recreation Program
- 5) Fireworks July 3rd Celebration
- 6) Dover Renaissance Concert Series
- 7) Senior Picnic & Senior Recreation Program

Sports:

- 1) Dover Recreation Football & Cheerleading
- 2) Dover Recreation Wrestling
- 3) Dover Recreation Basketball
- 4) Dover Little League Baseball & Softball
- 5) Dover Recreation Spring Track
- 6) Dover Little League Fall Traveling Baseball
- 7) Dover Recreation Spring & Fall Soccer
- 8) Dover Traveling Spring & Fall Soccer

WHEREAS, sponsorship of the above youth sporting groups, programs and events include insurance coverage through the Board of Recreation Commissioners; and

WHEREAS, these sponsorships are necessary to fulfill the mission of the Board of Recreation Commissioners in providing recreation, entertainment and educational programs to the Dover Community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Recreation Commissioners of the Town of Dover as follows:

- 1. The above listed youth sports groups, recreation groups, programs and events are hereby deemed to be under the sponsorship of the Board of Recreation Commissioners.
- 2. The above youth sports groups, programs and events are hereby authorized to be covered by the insurance of the Board of Recreation Commissioners of the Town of Dover as part of their programming.

ATTEST: BOARD OF RECREATION COMMISSIONERS

Alice Gilbert, Secretary
Dated: _____

by: _____
Victor Rodriguez, Chairman



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Chairman
Victor Rodriguez

**TOWN OF DOVER
RECREATION COMMISSION
2011 Committee Appointments - (tabled to Feb. Meeting)**

PERSONNEL: _____ (Alternate) _____

FINANCE: _____ (Alternate) _____

**LONG RANGE
PLANS**

_____ **Luis Acevedo, DPW Supt.**

(Bowlby Pond, Soccer Flds., Feasibility Study WWP) _____ (Alternate)

MAINTENANCE: _____ **Luis Acevedo, DPW Supt.**

LIAISON TO BOARD OF EDUCATION _____ (alternate) _____

LIAISON TO DOVER RENAISSANCE _____

LIASON TO PROGRAMS: SOCCER _____

BASKETBALL _____

BASEBALL/SOFTBALL _____

SPRING TRACK _____

FOOTBALL _____

WRESTLING _____

BOWLING _____

SUMMER PROGRAM _____ (Alternate) _____



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**BILLS/VOUCHER LIST
JANUARY 2011**

<u>P.O. #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
10-02751	William J. Isselin	Reimbursement Sr. Picnic	\$65.23
10-02709	Alice Gilbert	Reimbursement Christmas Events	\$27.00
10-02603	CMF Business Supplies	Printer Cartridges	\$ 216.48
10-02532	S&S Worldwide	Santa Letter Contest gifts	\$441.19
		Total	\$749.90

Correspondence List

Received

- 1) Email from Marge Verga, Municipal Clerk advising of appointment of Peter Cori and committee members Blackman (Chair) , Romaine & Delaney.
- 2) Email from Mike Hantson, Town Engineer regarding problem with Outlook email program.

Sent

- 1) Email to Mr. Close regarding status of Discover Dover Day permit application.
- 2) Emails to Chairman Rodriguez regarding facility use applications, Resolutions for meeting, agenda & minutes.



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**RESOLUTION
OF THE BOARD OF RECREATION COMMISSIONERS
OF THE TOWN OF DOVER**

WHEREAS, the Board of Recreation Commissioners of the Town of Dover are vested with the responsibility of setting fees for use of Town of Dover fields and park facilities and Recreation Programs:

WHEREAS, the Board of Recreation Commissioners has reviewed the fee schedule and established fees for 2011 as follows:

**TOWN OF DOVER RECREATION COMMISSION
FEE SCHEDULE**

***FOR USE OF RECREATION FACILITIES AND FOR RECREATION
PROGRAMS WITHIN THE TOWN OF DOVER ***

CRESCENT FIELD – as per 2007 Resolution for use of New Turf Field at Crescent Field (see Resolution attached)

BASEBALL FIELD USE

Resident League (2 nights play per week per season, not to exceed 16 games) \$125.00 Per Dover Team

Non-Resident League \$35.00 per hour Per Non-Resident Team

WATER WORKS PARK or ANY OTHER PARK FACILITY

<u>BALLFIELD USE</u>	Same as Crescent Field above
<u>PICNIC GROVE</u>	
Town Resident	<u>\$100.00</u>
Town Non-Profit Groups	<u>\$150.00</u>
Town Industrial / Offices	<u>\$200.00</u>
Out-of-Town Resident or Non-Profit Group	<u>\$225.00</u>
Out-Of-Town Industrial / Commercial, etc.	<u>\$275.00</u>

Add'l chg. for large groups /events /fund raisers / festivals to offset extra field and park maintenance, etc. (increments based on size of event) – See 2007 Resolution for Crescent Field - May be determined by Town Business Administrator

Charge for extra dumpsters & port-a-johns

Applicant's expense

KING FIELDS - BALLFIELD USE

Same as Crescent Field above

REGISTRATION FEES

Sporting Clinics - Indoor Gym Programs

To Be Determined

Specialty Programs

To Be Determined

Summer Playground Program

To Be Determined

Rutgers Safety Course - Non-Residents

(Training Clinic - Cost of Materials)

\$25.50 (Subject to Change)

BUS TRIPS

Cost of admission / transportation costs / etc.

To Be Determined

AMUSEMENT PARK TICKETS (Discount)

Consignment tickets acquired through N.J.R.P.A.

Prices set by NJRPA +

Add'l Service Chrg. @ \$2 per Ticket

LIGHTS

King I

To Be Determined

Be it resolved the above listed fee schedule with attached Resolution for Crescent Field Complex has been approved and adopted for the year 2011 as per the Board of Recreation Commissioners at the Town of Dover Board of Recreation Commission Meeting of January 13, 2011

Attest:

Dated: _____

Alice Gilbert, Secretary

Victor Rodriguez, Chairman

(attached Resolution of June 7, 2007 regarding Crescent Field)

**RESOLUTION
OF THE BOARD OF RECREATION COMMISSIONERS
OF THE TOWN OF DOVER REGULATING USE
OF THE ARTIFICIAL TURF AREA AND SURROUNDING
AREAS AT CRESCENT FIELD**

WHEREAS, pursuant to N.J.S.A. 40:12-6 and the Code of Dover Section 67-6, the Board of Recreation Commissioners (hereinafter, "Board") of the Town of Dover are vested with control over all playgrounds and recreation places; and

WHEREAS, the Board deems it in the best interest of the community to establish fees for the use of the artificial playing surface and the area surrounding same for special events such as festivals, concerts and other large gatherings; and

WHEREAS, the Board deems it necessary to establish policies and procedures for the rental and use of Crescent Field for events such as concerts, festivals and other large gatherings;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board as follows:

1. Fees.

A. The use of the artificial turf playing surface at Crescent Field shall be \$200.00 per hour or \$1200.00 per 8 hour day payable two weeks in advance.

B. The use of the land area surrounding the artificial turf playing surface for festivals, concerts and other large outdoor events shall require payment of the following fees two weeks in advance as applicable:

- (1) \$100.00 resident/in town registration fee
- (2) \$200.00 non residential/out-of-town registration fee
- (3) \$250.00 fee if alcoholic beverage is being served
- (4) \$100.00 fee for amplified sound system use
- (5) \$25.00 fee per food vendors and \$25.00 per non food

vendors

- (6) \$25.00 per hour event fee for residents/in town
- (7) \$50.00 per hour event fee for non residents/out-of-town
- (8) \$100.00 inspection fee for pre event and post event

*Exempted from the above fees are Board of Recreation sponsored events.

2. The following policy and procedure for the rental of Crescent Field is hereby established.

A. A facility application form must be submitted which shall include a hold harmless and indemnification agreement.

B. All solid waste and recyclable materials must be properly disposed of throughout the term of the event and immediately upon conclusion of the event. A minimum of one (1) eight (8) cubic yard dumpster per 500 people attending per day shall be provided for the event for solid waste. Recycling containers of adequate size for co-mingled aluminum cans and glass, and cardboard shall be provided. In addition, each food vendor shall have at least one solid waste container of at least 12 gallon capacity at the vendors designated area. The event organizer shall be responsible for insuring that each vendors container(s) are periodically emptied into dumpsters prior to reaching the containers capacity. The disposal of liquid or solid waste into the Town of Dover's storm water system is prohibited.

C. The fees for the use of facilities is to be made payable to the Town of Dover Recreation Commissioners and shall be presented no later than two (2) weeks prior to the event.

D. A security plan must be presented to the Town of Dover Police Department at least two (2) weeks prior to the event and approved by the Chief of Police. Security may be provided by the Town of Dover Police Department or approved security firm. Should Dover Police Services be utilized, prepayment for the police officers' services must be made two (2) weeks prior to the event.

E. If food vendors are to be on site, permits must be obtained from the Town of Dover Health Department two (2) weeks prior to the event.

F. If any cooking is to be conducted on site, a permit will be required from the Town of Dover Fire Official at least two (2) weeks prior to the event.

G. A cash bond must be posted with the Treasurer's office in the amount of \$2,500.00 as a security deposit for any damage to the Crescent Field facilities.

H. A Certificate of Insurance must be presented in a form acceptable to the Town naming the Town of Dover as an additional insured for the event in an the amount not less than one million (\$1,000,000.00) for injury to person or property.

I. Portable toilets shall be provided at the rate of four (4) for the first 300 people attending, and then 1 additional toilet for each additional 200 people attending. Ten percent (10%) of all portable toilets, but not less than one (1) per event, shall be ADA accessible. Portable toilets must be cleaned and sanitized prior to the event and daily during the event.

J. If alcoholic beverages are to be served, a one-day alcoholic beverage permit must be obtained from the Mayor and Board of Aldermen of the Town of Dover.

K. Removal of dumpsters, recycling containers and portable toilets must be accomplished by 9:00 a.m. the next day following the event.

L. The entire site must be cleaned and free of all debris immediately upon the conclusion of the event.

M. A site plan of the event showing all food stands, rides, games, portable toilets, dumpsters and the like must be submitted for approval to the Town Administrator at least two (2) weeks prior to the event.

N. No food or liquids of any kind (except containerized water), tobacco products, chewing gum, or metal cleats shall be permitted to be used or brought within the confines of the synthetic turf field surface.

ATTEST:

Alice Gilbert
Alice Gilbert, Secretary

Dated: June 7, 2007

BOARD RECREATION COMMISSIONERS
OF THE TOWN OF DOVER

BY:

Thomas Iwicki Chairman

JUNE 7, 2007