

Montgomery Travelers Soccer Club

How to Reserve and Pay for Township Facilities

Updated: 9/8/25 rjs

Role Description: It’s best for the Club Scheduler to do this, but this is written up separately in case someone else does it. Note this needs to be done for the Club’s Rec, Camp, AND Travel needs, all 4 seasons of the year (we use fields in the summer and the OKCC gym in the winter).

Time Commitment: Each season: 2-3 hours

SEASON SETUP:

* Each season, we need to pay the township for the prior season’s field rental, and reserve fields for the next season. It’s best to reserve fields 2-3 months ahead of time (so other groups don’t reserve fields ahead of us), and we can’t pay until after the season ends (due to rainouts/snowouts which we don’t pay for) so the schedule looks like:
  + January: Pay for fall, schedule for spring
  + April: Pay for winter, schedule for summer
  + July: Pay for spring, schedule for fall
  + October: Pay for summer, schedule for winter
* To calculate what we owe the township for the prior season:
  + Open the “Twp Field Reservation” tab in the Travel Info spreadsheet (Google Drive)
  + Review and edit the information:
    - Type “RAINOUT” in the right side column for any days where fields were closed by the township due to rain or field condition.
    - Edit the numbers in the field columns if the field reservation was modified during the season (if not already done).
    - Add any days we used fields but didn’t have a reservation (for example, sometimes we’ll extend the Rec season due to rainouts and forget to modify the reservation, or teams going to Hershey will have extra practices).
  + The spreadsheet should automatically calculate how much we owe
    - $ 10 per hour for fields
    - $ 55 per day for any day we use Lubas field (to pay for the lights)
    - $ 40 per hour for the OKCC gym
  + Export the spreadsheet to Excel, and delete all the tabs except for this tab.
* To list the reservations we need for the upcoming season:
  + Open the “Twp Field Reservation” tab in the Travel Info spreadsheet (Google Drive). This should contain last year’s reservation for this same season. Rename the tab to the current year.
  + Correct the dates in the date column (to the current year). The Day column should automatically calculate the day of the week.
  + Erase any entries in the Rainout column from last year.
  + Often, you’ll just want to have about the same reservations as we had the year before. In that case, just copy those entries to the correct rows (or play with the dates to have them line back up for you). Remember, we need fields for travel practices, travel clinics, travel matches, rec sessions, and camps.
  + Make any adjustments for calendar differences (for example, spring break or teacher’s convention weekend differ from year to year, Halloween falls on a different day each year).
  + Review/check your entries, and the calculations at the bottom.
  + Export the sheet to Excel, and delete all the tabs except this one.
* To put together the reservation package:
  + Print the township’s “Parks Facility Request Package” (it’s on the website under “How Tos”). Fill it out and sign. Scan into a pdf. For dates and times, just fill in the range, e.g. 9/1/25 to 11/30/25, and write “see details attached”. Use your MTSC email address, so reservation receipts are sent there.
  + Go to the NJYS State Portal (ask Howzan if you don’t have access). Click “Setup” then “Config” then “Content” then “Documents/Forms”. You’ll see 3 pdf files that you can click to upload. Upload all of these.
  + Open the file that has the “Certificates of Liability Insurance”. Scroll down until you find the one that lists “Township of Montgomery” at the lower left. Print and re-scan just that one page, or use “Print to PDF” to create a PDF of just that one page.
    - Note: the COI is valid from Sep 1 to Aug 31 each year, and is only available on the portal after Aug 1. So for the Fall reservation, you need to submit without it and follow up by sending it to the township when it is available.
  + Make a pdf copy of the front of your driver’s license.
  + Compose an email to the township. Say that this is what we think we owe for last season and here is the reservation for next season. Ask for them to check the amount of what we owe, and let us know if it is correct. The township contact at this time is William Casagrande, [wcasagrande@montgomerynj.gov](mailto:wcasagrande@montgomerynj.gov). Cc the Parks & Recreation Director, John Groeger, at [jgroeger@montgomerynj.gov](mailto:jgroeger@montgomerynj.gov).
  + Attach the following to the email:
    - The Excel sheet of what we owe for last season.
    - The Excel sheet of what we want to reserve for next season.
    - The pdf of the Request and Hold Harmless forms.
    - The pdf of the COI
    - The pdf of the Insurance Cert Letter Template
    - The pdf of your driver’s license
* Following up from the reservation package:
  + If the township responds that the amount is correct, have the Treasurer deliver a check.
  + Follow up after 2 weeks to be sure the check was sent.
  + Check that the township entered our upcoming reservations in the township system. We should get one or more emails from “MontgomeryParks@rectrac.com”. If we don’t see those in 2 weeks, ask.
* Scheduling Notes:
  + The Spring and Fall field reservations are a judgement call. On the one hand, we don’t want to reserve a bunch of fields that we won’t use (and pay $ 10/hr for them) but we also don’t want to complicate home game scheduling by not having spare capacity reserved.
  + So, what I do is this:
    - For April and September (the first month of the season), I reserve fields 2 and 7 all day Sat and Sun, and field 4 only in the afternoon Saturday and all day Sunday.
    - For the rest of the season, I reserve 2, 4, and 7 all day Saturday and Sunday, and 1 all day Sunday (Also 5 in May and June just 10am-1pm, since we have more 11v11 teams in the spring). This gives us extra capacity to schedule in rainouts.
    - For “light weekends” (weekend going into Spring Break, teacher’s convention weekend, makeup weekend), I only schedule 2 all day Sat and Sun, and 4 and 7 all day Sunday.
  + For the winter, we typically only reserve the OKCC gym on Sundays in January and February. So you can use the spreadsheet, or just write the dates and times directly on the form.

DURING THE SEASON:

* There’s no need to follow up with the township during the season unless we need more field time. In that case, just send an email to the township asking to modify our reservations to add the time you need. No need to re-send the forms. We should receive a receipt from MontgomeryParks with the change within a day or 2. Update the “Twp Field Reservation” tab. (There’s a slight chance that the field is not available, but I haven’t ever had it happen to me).
* If there’s a rainout, you can note it on the “Twp Field Reservation” tab as we go, or update it all at once at the end of the season. Save the “fields closed” notices so you can do this easily.