

Englewood

Department of
Parks & Recreation

P.O. Box 228 • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 871-6554

FIELD, PARK & FACILITY PERMIT

The procedure for applying for a City of Englewood facility is as follows:

1. Complete Application one-month prior to event
2. Submit applications with the following:
 - A. Completed Hold Harmless Agreement
 - B. Certificate of Insurance

The certificate of insurance must list your name or group's name as the insured. In addition, the City of Englewood must be listed as additional named insured. The liability limit for bodily injury and property damage must not be less than \$1,000,000 per occurrence.

Event insurance may be purchased through the City of Englewood for \$50 per event.

After the application, certificate of insurance and hold harmless agreement are received, the application will be processed. Please allow a minimum of two weeks for processing.

For user fees, view the fee schedule on the following page.

Applications may require approval of Recreation Director, Police Chief, Health Director (vended foods), Fire Chief (open flame/propane gas), Public Works Director (trash receptacles) and City Manager.

PRIORITY OF USERS

1. City use including the Recreation sponsored or co-sponsored sports and activities.
2. Board of Education and Little League sponsored activities.

3. Resident Groups/Businesses

League/Team roster and Proof of Residency Required

(photo I.D. and current utility bill, mortgage/lease, or property tax bill of all participants)

4. Englewood Based, Non-Profit Community Organizations Non – Profits must be comprised of 50 residents or 30% resident participation*

League/Team roster and Proof of Residency Required

(photo I.D. and current utility bill, mortgage/lease, or property tax bill of all participants)

Permits for use of a City fields or facility may be considered from groups or organizations within category 5 listed below. **However**, these permits will require approval from the Mayor and Council. The Recreation Director shall review and submit recommendations to the Recreation Commission. They in turn will review the permit and submit a written recommendation to the Mayor and Council.

5. Non-residents and For-Profit Organizations.

POLICY ON USE OF MUNICIPAL FIELD

1. The fields will be **closed** between the months of *December 1st and March 1st*

2. Any group or person wishing to use *cleats* must have a *valid permit* issued by the Recreation Department.

The following fee schedule will apply:

Residents groups, Englewood based businesses, and Little League provided a proper permit has been obtained from the Recreation Department.

No fee

* Non-Profit groups provided a proper permit has been obtained.

\$25 per two hours (peak)

\$15 per two hours (off-peak)

Non-Residents and For Profit Organizations provided a proper permit has been obtained from the Mayor and Council

\$100 per hour

Seasons are defined as the following:

Peak March 1st-June 30th

Off-Peak July 1st-August 30th

Peak September 1st – November 30th

- **Will be assigned to one field and limited to (10) two hour sessions per calendar year fees not to exceed \$200.00.**

CITY OF ENGLEWOOD

Application for Park Use

DATE _____

APPLICATIONS MUST BE SUBMITTED ONE MONTH IN ADVANCE OF EVENT

APPLICANT INFORMATION (please print)

Applicant Name _____ Weekday Phone _____

Applicant Address _____

City/State/Zip _____ Home Phone _____

ORGANIZATION/LEAGUE SPONSOR INFORMATION (please print)

Organization/League Name _____ Weekday Phone _____

Organization/League Address _____

City/State/Zip _____ 503c _____

PARK REQUEST (circle all that apply)

Artus	Crystal Lake	Denning	Dunning	Depot/Veterans
Glenbrook	MacKay	Madison	Morris	Triangle/Hudson
Trumble	Tryon/Herring	*Mackay Turf (Fee is doubled)		

FIELD REQUEST (circle all that apply)

Softball Baseball Soccer Other (specify) _____

Dates Requested: From _____ To _____

Times Requested From _____ To _____

Permits are issued no earlier than 9am and are issued in two hour blocks 9a, 11a, 1p, 3p, 5p, 7p

Day(s) of week _____ Alternate Day(s) _____

Purpose of Event: League Special Event _____ Other _____

Expected attendance: #Residents _____ #Non-Residents _____ Total # _____

Off duty Englewood Police will be required at group's expense depending on group size.

FACILITY REQUEST (check or indicate # requested)

Tennis Court(s) _____ Basketball Court(s) _____ Ice Arena _____ BBQ Area _____

Dates Requested: From _____ To _____

Times Requested: From _____ To _____

Permits are issued no earlier than 8am and are issued in two hour blocks until 8pm

Day(s) of Week _____ Alternate Date(s) _____

Expected Attendance: #Residents _____ #Non residents _____ Total # _____

Off duty Englewood Police will be required at group's expense depending on group size.

Purpose of Event (be specific)

AMPLIFICATION

I/We understand amplification of any kind or electricity cannot be used under any circumstances without prior approval.

Electricity is available only at MacKay Park. There is a three (3) hour maximum for this service at an additional fees.

This event requires electricity from _____ to _____ (3 hour max)

FEES

BBQ (MacKay Pavilion or William Street)	Resident No Fee
Tennis/Basketball Courts	Resident \$25 per court
Ice Arena	Resident \$50 per hour

Non-residents and For-profit organizations \$100 per hour

VENDING

No vending is permitted in parks without a permit. Food vendors must obtain a permit from the Englewood Health Department prior to applying with the Recreation Department. Vending permits are issued only for specific events in conjunction with a park, field or facility request. Please complete a separate application for vending by contacting Englewood Health Department at (201) 568-3450.

OTHER

- The City reserves the right to cancel any or all reservation(s) if deemed necessary.

OFFICE USE ONLY

PERMIT _____

Applicant _____ Contact # _____

Completed Application Received _____

Notification Sent out _____

Recreation Recommendation and Date _____

Police Recommendation and Date _____

Health Recommendation and Date _____

Fire Recommendation and Date _____

Public Works Recommendation and Date _____

City Manager's Approval and Date _____

Mayor and Council Approval and Date _____

Permit Fee Paid _____ Police Fee Paid _____ Health Fee Paid _____

Fire Fee Paid _____ Electricity Fee Paid _____ Permit Issued _____

(Date of event) Permit checked by: _____

Comments: _____

Violation of Park Rules noted: _____

PARK RULES AND REGULATIONS

1. Applicant accepts the responsibility for participants and spectators and their compliance with the rules and regulation set forth by City Code. Violators of below rules will permit revoke and denied further use.
2. Setting up and cleaning up of facility after use is the responsibility of the applicant.
3. Alcoholic beverages are prohibited.
4. No open flames/gas grills without prior approval.
5. **Smoking prohibited** included on adjacent sidewalks.
6. Defacement of park property prohibited.
7. No dogs allowed.
8. Motor vehicles of any kind are prohibited anywhere in the park and legally parked in designated areas.
9. Signs and circulars may not be posted, pasted or affixed within the park unless approved in advance.
10. Ball playing of any type must be played in designated areas unless a permit is issued.
11. The supervision of rest rooms is the responsibility of the in-season sport, its coaches, administrators and volunteers.
12. Failure to obtain or present permit upon request will result in permit annulment.
13. Three missed dates will nullify your permit.

I have read and understand the Rules and Regulations expressed above.

Signature of Responsible Party: _____

HOLD HARMLESS AGREEMENT

(To be sign by Organizations using Municipal Facilities)

BETWEEN THE CITY OF ENGLEWOOD

AND

Name of Group/Organization using Facility: _____

Address: _____ Phone _____

Type of Organization: Individual, Partnership, Corporation (circle one)

In consideration of the use of _____

On _____ For the purpose of _____

The undersigned agrees to indemnify and hold the **CITY OF ENGLEWOOD** and its officers, agents, and employees harmless from any and all liability, claims cost and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the **CITY OF ENGLEWOOD** is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by the **CITY OF ENGLEWOOD** I agree to furnish a Certificate of Insurance specifically naming the **CITY OF ENGLEWOOD** as additional insured providing general liability coverage including, bodily injury and property damage with the minimum limits of liability not less than \$1,000,000. In order to induce the **CITY OF ENGLEWOOD** to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- A) Alcoholic beverages (will) or (will not) be served.
- B) Total number of persons anticipated _____
- C) Live Entertainment (will) or (will not) be provided
- D) Other _____

This agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated above. The **CITY OF ENGLEWOOD** reserves the right to cancel or interrupt the event if the representatives set forth herein are not adhered to or if the **CITY OF ENGLEWOOD** determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20_____

As the binding act in deed of _____

(Name of Organization)

Witness _____

(Authorized Signature)

(Printed Authorized Name and Title)

5-36 Penalties

Any person violating any provision of this article shall be subject to a fine in an amount not exceeding \$ 500 or imprisonment for a term not in excess of 90 days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Article 7. MECHANICAL AMUSEMENT DEVICES.

5-37 Definition.

Amusement device shall mean and include amusement devices designed for and used by children such as but not limited to any mechanically or electrically operated pony, horse, boat, airplane, and/or equipment of similar design which may be placed in or outside of any premises to which the public is invited, and which devices are to provide an up and down, rocking, and/or circular motion for the enjoyment of not more than 2 children at a time.

5-38 License required.

No person shall operate any such amusement device unless he first obtains a license from the City Clerk.

5-39 Application required; liability insurance policy.

- (a) Application for such license shall be made to the City Clerk upon such forms as he shall prescribe.
- (b) Such application shall contain the name of the person, if a partnership, the names of the partners and if a corporation, the names of the officers of such corporation, the home address of all persons listed in the application; the place or places of business at which such amusement device is to be located and the type of amusement device to be used.
- (c) Upon filing such application, the applicant shall furnish a policy or duplicate policy of liability insurance with limits of not less than \$500,000 for injury to one person, nor not less than \$1,000,000 for one accident which policy shall be approved as to form and validity by the City Solicitor.
- (d) Such application shall be submitted with the license fee required therefor.

5-40 License fee; term and expiration date.

- (a) The annual fee for a license for each such device shall be as referenced in the fee ordinance of the City of Englewood.
- (b) A license issued hereunder shall expire on December 31 of the year of issuance.

5-41 Prohibited locations.

No amusement device as defined herein shall be located, placed, maintained, or operated on any public street, highway, or other public place in the City.

CITY OF ENGLEWOOD

RESOLUTION

WHEREAS, the City of Englewood owns property within the City including ball fields and recreational facilities; and

WHEARAS, pursuant to NJSA 40:61-22, the City of Englewood may implement rules for the use, regulation, supervision, and control of activities conducted on such properties;

NOW, THEREFORE, BE IT RESOLVED that the City Manager may adopt and promulgate reasonable rules and regulations not inconsistent with statue or ordinance governing the use of City parks and ball fields: and

BE IT FURTHER RESOLVED that

- a. all ball fields, parks, and recreational facilities owned by the City of Englewood shall not be leased or rented to any persons or entities without prior approval by the City Manager; and
- b. any persons or entities that wish to rent or lease such property shall be required to provide information including but not limited to Proof of Insurance, the purpose for which the field is being used, the time, date, duration of any such usage, and confirmation that any such person or entity shall indemnify the City for any damages or injury and shall be responsible for any damage to such property, security, and cleanup as a result of the activities.