



# Englewood

## Department of Parks & Recreation

130 W Englewood Ave • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 781-0784

### PARK, FIELD, & FACILITY PERMIT APPLICATION

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

1. Complete and Submit Application at least within the dates below with the following:

A.	<b>Completed Hold Harmless Agreement</b>	
B.	<b>Certificate of Insurance:</b> 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.	
C.	<b>SEASONS:</b> <i>Spring</i> <i>Summer</i> <i>Fall</i>	<b>MONTHS:</b> <i>April 1 – June 17</i> <i>June 18<sup>th</sup> – September 2<sup>nd</sup></i> <i>September 3<sup>rd</sup> – November 18<sup>th</sup></i>
		<b>DATE APPLICATIONS ACCEPTED:</b> <i>January 6<sup>th</sup> through January 20<sup>th</sup></i> <i>April 1<sup>st</sup> through April 15<sup>th</sup></i> <i>July 1<sup>st</sup> through July 15<sup>th</sup></i>

**APPLICATIONS:** Field applications will continue to be accepted after the two week submission periods as non-priority submissions and permits will be issued based on field/space availability after all priority applications have been approved. Applications can take up to 4 weeks to be approved.

After the application, certificate of insurance and hold harmless agreement are received, the application will be

2. Reviewed for availability of date(s), times and appropriate space.
3. Sent for approval to all Department Heads: Recreation Director, Police Chief, Health Director (vended foods), Fire Chief (open flame/propane gas), Public Works Director (trash receptacles) and City Manager.
4. Assessed a fee which will be invoiced and must be paid prior to issuance of a valid permit.

### 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
  - a. 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
  - a. Non – Profits must be comprised of 50 residents or 70% resident participation
  - b. League/Team roster and Proof of Residency Required (Photo I.D. **and** current utility bill, mortgage/lease, or property tax bill of all participants)
5. Non-residents and For-Profit Organizations
  - a. Permits will require approval from the Mayor and Council
  - b. 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.

## **VENDING, FOOD PREPARATION, & OPEN FLAME PERMITS**

Neither vending, food preparation nor open flames are permitted in parks without a permit. Vendors must obtain a permit from the Englewood Health Department (201-568-3450) and/or Fire Department (201-568-6304). Permits are issued only for specific events in conjunction with a park, field or facility request. Please complete a separate application.

## **CITY OF ENGLEWOOD: RESOLUTION**

WHEREAS, the City of Englewood owns property within the City including ball fields and recreational facilities; and WHEREAS, 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 statute or ordinance governing the use of City parks and ball fields: and

BE IT FURTHER RESOLVED that 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 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.

**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 continue.**



Englewood Parks & Recreation  
Park, Field, & Facility Permit Application  
130 W Englewood Ave. Englewood, N.J. 07631  
TEL: (201) 568-3472 FAX: (201) 781-0784

APPLICANT: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_  
(Authorized to act on behalf of Applicant, if different than Applicant)

APPLICANT'S ADDRESS: \_\_\_\_\_  
(Street Address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

LEAGUE NAME: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PLEASE CHECK ALL BOXES THAT APPLY: \*\$50 per 2 hours, per Area\*

SELECT SEASON: (please select if this is a seasonal or one-time request)

- SEASONAL REQUEST
- SPRING
- ONE-TIME REQUEST
- SUMMER
- FALL

**SELECT FIELD:**

**DENNING PARK**

- 1 Basketball Court
- Park
- 1 Soccer Field (Travel & League Play)

**DEPOT PARK**

- Play Area
- Open Lawn

**MACKAY PARK**

- 2 Basketball Courts (North)
- 2 Basketball Courts (South)
- Front Lawn
- 1 Game Soccer Field (Travel & League Play)
- 1 Practice Soccer Field (Tiny Tots & Kinder-Soccer)
- 3 Tennis Courts
- (CLOSED)** 1 Turf Field (HIGH SCHOOL & MIDDLE SCHOOL & MEN'S)
- Baseball Field (MAJOR'S)

**MADISON PARK**

- Open Field (Tiny Tots & Kinder-Soccer & Short Side Soccer))
- 1 Basketball Court

**MORRIS PARK**

- 1 Basketball Courts
- Open Field (Short Side Soccer)

**TRUMBLE PARK**

- 1 Basketball Court
- Garrity Field (MAJOR'S)
- 6 Tennis Courts

**TRYON FIELDS**

- 1 North East Baseball Field (HIGH SCHOOL & MIDDLE SCHOOL & MEN)
- 1 North West Softball Field (MAJOR'S)
- 1 South East Softball Field (MAJOR'S)
- 1 South West Softball Field (MAJOR'S)

**DURIE FIELD (MUST CONTACT BOARD OF EDUCATION)**

- Baseball Field (MINOR'S)

DATE(S) REQUESTED: \_\_\_\_\_

\*\*For seasonal permit only, please select day sequence below \*\$50 per 2 hours, per Area\*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**TIME SLOTS:**

- 9:00am -11:00am
- 11:00am - 1:00pm
- 1:00pm - 3:00pm
- 3:00pm - 5:00pm
- 5:00pm - 7:00pm
- 7:00pm - 9:00pm

\*\$50 per 2 hours, per Area\*

**POLICY ON USE OF MUNICIPAL FIELD**

1. The fields will be **CLOSED** between the months of **December 1<sup>st</sup> and April 1<sup>st</sup>**.
2. **The City reserves the right to cancel any or all reservation(s) if deemed necessary.**
3. Any group or person using cleats on any field will **VOID** their permit. Turf shoes are permissible.
4. The City reserves the right to determine a security deposit for events. Deposits will be refunded during regular office hours.

**\*Please note: Fields will be assessed daily by DPW to determine playable conditions\***

## 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 fee.

Electricity Start Time:

Electricity Finish Time:

## DEPARTMENT APPROVAL

OFFICIAL USE ONLY.

### APPLICANT INFORMATION

Applicant Name:	Contact No.	Completed Application Received:
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### DEPARTMENT APPROVALS

#### RECREATION DEPARTMENT

Date Received:	Signature:	Fee(s) Paid:	Comments:
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#### POLICE DEPARTMENT

Date Received:	Signature:	Fee(s) Paid:	Comments:
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#### HEALTH DEPARTMENT

Date Received:	Signature:	Fee(s) Paid:	Comments:
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#### FIRE DEPARTMENT

Date Received:	Signature:	Fee(s) Paid:	Comments:
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#### PUBLIC WORKS

Date Received:	Signature:	Fee(s) Paid:	Comments:
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#### CITY MANGER'S OFFICE

Date Received:	Signature:	Fee(s) Paid:	Comments:
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## PARK RULES AND REGULATIONS

Applicant accepts the responsibility for participants and spectators and their compliance with the rules and regulations set forth by City of Englewood Code. Violators of the below rules and regulations will result in revocation of issued permit(s) and the denial of further use.

1. Setting up and cleaning up of facility after use is the responsibility of the applicant.
2. Alcoholic beverages are prohibited.
3. No open flames/gas without approval.
4. Smoking is prohibited (includes adjacent sidewalks).
5. Defacement of park property is prohibited.
6. No dogs allowed (excluding Crystal Lake and Denning Parks).
7. Motor vehicles of any kind are prohibited anywhere in the park and legally parked in designated areas.
8. Signs and circulars may not be posted, pasted, or affixed within the park unless approved in advance.
9. Ball playing of any type must be played in designated area(s) unless a permit is issued.
10. The supervision of the restrooms is the responsibility of the in-season sport, its coaches, administrators, and volunteers.
11. Failure to obtain or present permit upon request will result in permit annulment.
12. Three missed dates will nullify your permit.

I have read and understand the above rules and regulations expressed above.

*Signature of responsible party*

*Date*

## HOLD HARMLESS AGREEMENT

Applicant Name:

Contact No.

Address:

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:

Alcoholic beverages <input type="checkbox"/> will/ <input type="checkbox"/> will not be served.	Total number of persons anticipated:	Live entertainment <input type="checkbox"/> will/ <input type="checkbox"/> will not be provided.	Other:
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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.

*Signature of Responsible Party*

*Date*

*Name of Company*

