



COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS

155 Prospect Ave., Suite 100, West Orange, NJ 07052
(973) 268-3500 Email: Permits@parks.essexcountynj.org
www.essexcountyparks.org



ATHLETIC FIELD PERMIT APPLICATION

Baseball, Basketball, Softball, Football, Soccer, Cricket, Lacrosse, Tennis

Table with 3 columns: Season, Field Usage Dates, Application Submission Period. Rows for Spring, Summer, and Fall.

Please do not call for availability during the application submission period.

PRIORITY GROUPS – Processed in order of priority from #1 to #4

- Priority #1: County of Essex Vocational Schools
Priority #2: Essex County Municipalities, Public Schools and Private schools
Priority #3: Youth Sports groups
Priority #4: Adult Organizations

Table with 3 columns: Type of Fields, Youth Organizations Fee, Adults Organizations Fee. Rows for Non-Lighted Grass Field, Non-Lighted Turf Field, and Lighted Turf Field.

If you are looking to obtain a permit for an ATHLETIC TOURNAMENT, you must fill out a SPECIAL EVENT APPLICATION.

PROCESSING OF APPLICATIONS

- All applications must be mailed, hand delivered or emailed within the application submission period set forth above. Please allow 3 weeks after the end of the application submission period for approval of any dates.
If mailing in please return completed Athletic Field Application (PAGE 3 &4 ONLY) to: Essex County Department of Parks, Recreation & Cultural Affairs c/o Permit Unit, 155 Prospect Avenue, West Orange NJ 07052
Applications that do not coincide with the designated dates and or block of time (BOT) time slots, will be considered incomplete and will be returned.
Each block of time (BOT) is allocated for up to 3 hours. BOT slots are not guaranteed and at the discretion of the Department, may be changed based on field restrictions/needs.
Field applications will continue to be accepted after the application period deadline as non-priority submissions.
The Permit Unit will not research or finalize any dates over the phone unless an application has been received.
Permits will be issued based on field/space availability after all priority applications have been reviewed and processed.
A submitted application does not guarantee you a permit. All requests are not guaranteed until you receive an Essex County permit.
Insurance certificate must be submitted after the approval of application and must be approved prior to your first rental date.
50% Payment must be received prior to your first rental date. If failure to make a payment it will result in the loss of your permit and all dates will be forfeited. No exceptions.
If the application is not legible it will be returned to you.



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ATHLETIC PERMIT RULES AND REGULATIONS

- Letting another group/club/business/organization use your permit is strictly prohibited and will result in loss of your rental at full cost.
- **Permit holder is responsible for disposing of trash in dugout, field, and surrounding areas prior to the end of the permitted time slot. Failure to do so will result in a fine.**
- No food is permitted on the field area, including sunflower seeds and gum.
- No selling of food or items in the park. **If permission is granted due to a special game/tournament a vendor fee will apply and a permit will be needed.**
- Permit holder is responsible for ensuring that all attendee's parking is in designated areas only, and not on grassy lawns or walkways.
- All previous fees must be paid in full prior to athletic play/day of field usage for a permit to be issued.
- During specific seasons and or special events parks may be closed to vehicular traffic. All attendees will be responsible for their own on street vehicular parking.
- **Prohibited: ALL ALCOHOLIC BEVERAGES, glass, containers and bottles. No smoking of any kind, this is strictly prohibited and violation will result in loss of season permit.**
- Original permit holders must take full responsibility for transferred permit(s).
- **NO METAL SPIKES allowed on any artificial turf fields. Molded cleats only, for all age groups. If this is not followed a loss of season permit and all future permit request will be revoked.**
- Allow at least 2 weeks' field preparation of soccer and football fields after Labor Day.
- The permitted area may be unavailable for an event or a portion thereof because of fire, flood or other emergency over which the park has no control. The Department of Parks because of emergency may find it necessary to cancel, postpone or move the field location. The County of Essex and its agents shall not be liable to indemnify or reimburse the permit holder for any damage or loss arising because of such an emergency action.
- **INSURANCE IS REQUIRED:** Please attach a Certificate of Insurance evidencing general liability of at least \$1,000,000 per occurrence/\$3,000,000 aggregate and naming Essex County as an additional insured. Applicant hereby indemnifies and holds the County harmless from all liability, claims, actions and costs that may arise with the Special Event for which a permit may be granted. The Certificate holder box shall be identified as: **County of Essex**

465 Dr. Martin Luther King Jr Blvd.

Newark, NJ 07102

- No Permits will be issued if insurance is not received prior to first date of permit.
- **Inclement Weather Policy:** If a permit was not used due to rain or inclement weather, the permit holder MUST notify the Permit Unit within 2 business days of the permit usage date in writing. The Permit Unit will issue a new date if available, field location and BOT within the same year and season of the unused permit.
- Restroom coverage and opening of locked fields. For dates and fields that do not have building attendants, Permit holders must request coverage 7 days in advance and additional fees will apply. The permit holder must pay for building personnel to open and close any field that is locked.
- **FAILURE to comply with these rules and regulations and any instructions or directives from Essex County employees and officials may result in a fine and or revocation of your permit/and or forfeiture of payment. Repeated failures will result in permanent denial of permits.**



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~ATHLETIC PERMIT FIELD APPLICATION~

Organization Name: Profit: Non-Profit:

Organization Address (If applicable):

Contact Person Name:

Contact Mailing Address: City: State: Zip code:

Organization Tel #: Contact #: Email:

Type of Athletic Activity: (Check One) Youth Adults

League/Association: # of Teams # of Players

of Spectators Anticipated During Games: Team/League Entry Fee (If any):

Table with 5 rows and 12 columns for scheduling requests. Columns include Dates (Month/Day/Year), Time slots (9AM-12PM, 12-3PM, 3-6PM, 6-9PM), and Day of Week (Mon-Sun).

Please complete the following information with the name of requested park.

1st Choice Park: 2nd Choice Park: Field Preferred:

My signature attests that my Team/League is properly insured, and I waive Essex County of any responsibility. I am the person responsible for this activity. The applicant by his or her signature certifies that: All the information given is complete and correct, and that no false or misleading information, or false statements have been given.

Applicant's Signature: Date:

Insurance Company: Policy#:

Acknowledgement of Rules and Regulations

I acknowledge that I have read and understand the rules and regulations provided with this document.

Applicant Signature: Date:

Return application to: County of Essex Parks, Recreation & Historical Affairs, c/o Permit Unit, 155 Prospect Avenue, Suite 100 West Orange NJ 07052

DO NOT WRITE BELOW THIS LINE

Date Received: Cash Check #: Amount: \$



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****If dates requested is not accurately filled out. Processing of application will be delayed****

Request Single or Multiple Dates, Times and Day of Week. 1 BOT Will Consist of Three 3 Hours (or any portion of)											
Dates- Month/Day /Year	Time - Check One				Day of Week: Mon-Sun – Circle One						
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