



COUNTY OF BERGEN
DEPARTMENT OF PARKS

DIVISION OF PARKS AND RECREATION • DIVISION OF CULTURAL AND HISTORIC AFFAIRS

One Bergen County Plaza - 4th Floor - Hackensack, NJ 07601-7076
(201) 336-7275 - FAX (201) 336-7262

James J. Tedesco, III
County Executive

James G. Koth, III, PLA, ASLA
Director of Parks

Bergen County Parks 2018 Field Permit Application Package

<u>SEASONS:</u>	<u>MONTHS:</u>	<u>DATE APPLICATIONS ACCEPTED:</u>
Spring	April 1 - June 17	January 2 nd through January 15 th
Summer	June 18 – September 2	April 2 nd through April 13 th
Fall	September 3 – November 18	July 2 nd through July 13 th

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 are available online at www.co.bergen.nj.us. Applications together with two (2) checks and a Waiver of Liability and Hold Harmless Agreement may be submitted in person, by mail or overnight delivery to:

Department of Parks
One Bergen County Plaza
Hackensack, NJ 07601
Attn: Office of Permits and Special Events

All applications must be received by 4:00 PM on the last date applications are accepted for the Spring, Summer and Fall seasons as set forth above. Please allow at least 2 weeks after the end of the submission period, to receive any approval of dates.

TIME SLOTS. The designated time slots for field use are:

8:30-11:30am 12:00-3:00pm 3:30-6:30pm 7:00-10:00pm*

*Only the specialty fields have this time slot since they are the only fields with lights.
**Applications that do not coincide with the time slots may be returned, unprocessed.

TYPES OF FIELDS. Bergen County Department of Parks has two field categories:

- a) *Seasonal* (non-specialty) grass fields
- b) *Specialty* (artificial turf) turf fields

PRIORITIES

A. At the close of each application period set forth above, the Department of Parks will group applications into the priority classifications set forth below:

Priority #1

County of Bergen entities (including, but not limited to: Bergen Community College, Bergen County Technical Schools, and Bergen Academies)

Priority #2

Bergen County Municipalities and their public schools

Priority #3

Bergen County private schools

Priority #4

Not for Profit organizations

Priority #5

For Profit organizations

- B. Permits will be issued first to Applications within the highest priority classification, i.e. Priority #1, and proceed downward through the priorities until the lowest priority classification, i.e. Priority #5, is reached.
- C. In the event of multiple requests within a priority classification for the same time for the same field, the Department of Parks will make every effort to work with applicants to mutually resolve conflicting requests.
- D. In the event that conflicting requests within a priority classification can't be mutually resolved, the County will award time slots based upon a lottery.
- E. After the allocation of field and recreational facility time slots, any remaining open time slots will be available for permitting on a first come first serve basis.
- F. The decisions of the Department of Parks shall be final.

NOTIFICATIONS. The County will notify Applicants via email of the status of their Application **within 30 days** after the close of an application period.

FEES:

Payment: Payment is to be made with (2) separate checks payable to “Bergen County Department of Parks” at the time of permit application submission:

- a) Permit fee.
- b) Security deposit.

Bergen County Rates. To qualify for Bergen County rates, the Applicant and COI must have a Bergen County address. Checks must also be imprinted with a Bergen County address.

INSURANCE.

- A. *After notification of an approval for a permit but prior to issuance of a permit*, an Applicant must file its **Certificate of Insurance (“COI”)** and a Hold Harmless Agreement (attached to the Application) with the Department of Parks. If the COI and Hold Harmless Agreement are not provided within 2 weeks after notification of approval of a permit for a time slot, your approval will be cancelled.
- B. The Certificate of Insurance must show a **minimum** of \$1,000,000 per occurrence, \$2,000,000 aggregate General Liability and \$10,000/person Medical Expense. **If athletic participants are excluded from the General Liability Policy, then the County requires Student Accident Insurance covering the athletic participants for a minimum of \$10,000/person. THE COUNTY OF BERGEN AND ITS OFFICIALS, EMPLOYEES AND AGENTS must be named as ADDITIONAL INSURED and COUNTY OF BERGEN shown as CERTIFICATE HOLDER.**
- C. Note: Please make sure the term of the insurance (effective date to expiration date) falls within the dates you anticipate using the Bergen County Department of Parks facilities. Failure to do so may lead to rejection of permit.
- D. Note: All competing teams covered under the same insurance must be listed by name on the certificate.
- E. Note: Insurance certificates for **all teams** (the Applicants and its competitors) must also be submitted.
- F. Note: If the athletic participant is covered under the General Liability Medical Expense, it must state so on the certificate.
- G. Note: The Board of Education or Business Office for School Applicants must notify their insurance company (agent) of the insurance requirements and the above underlined paragraph so that the agent can send the School the Certificate of Insurance. It is the School’s responsibility to email a PDF of the COI to parkpermits@co.bergen.nj.us.

****Reminder.** Schools must submit both general liability and student accident insurance covering the athletes for you and your opponents before you can play on Bergen County fields. If you have any questions concerning this matter, please call the office of permits and specials events at (201) 336-7261.

RULES. All permits are subject to the Bergen County Department of Parks Rules and Regulations. In particular, please note the following:

- A. Permit holder is prohibited from performing maintenance on fields.
- B. Equipment which may cause damage to the fields is prohibited.
- C. Glass containers and/or bottles are prohibited.
- D. No food is permitted on the field area, including sunflower seeds.
- F. No gum chewing on the field area.
- G. No metal spikes on the fields.
- H. Teams must clean up trash in the dugout and the field areas prior to end of permitted time slot.

FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS MAY RESULT IN IN THE REVOCATION OF THE PERMIT AND/OR FORFEITURE OF SECURITY DEPOSIT. REPEATED FAILURES MAY ALSO RESULT IN ADDITIONAL FEES BEING ASSESSED.

SECURITY DEPOSIT REFUND:

Security Deposits will be refunded at the end of each season. Applicants may request that a Security Deposit be rolled over during 2018 calendar year and applied to future 2018 permits. At the end of the year (or end of the season if requested), an Applicant must mail back original permit and request a refund of the security deposit. Once a Parks supervisor has determined that there are no claims for damages, the Parks Dept. will send the Applicant a Purchase Order to be signed and submitted to the Parks Dept. Upon receipt of the executed Purchase Order, the County will issue a check to the Applicant. Please note that it may take the County Treasurer up to 8 weeks to issue the check

ISSUANCE OF A WRITTEN PERMIT. PLEASE NOTE THAT A PERMIT WILL NOT BE ISSUED UNTIL THE PARKS DEPARTMENT RECEIVES:

1. A completed application
2. A permit fee check payable to the “County of Bergen Department of Parks”
3. A security deposit check payable to the “County of Bergen Department of Parks”
4. Waiver of Liability and Hold Harmless Agreement
5. A Certificate of Insurance

SEASONAL FIELDS

Seasonal Fields are non-specialty grass fields. Bergen County Parks mows as needed. Permit holder is responsible for lining the field. Seasonal Fields don’t have lights and portable lights cannot be used to extend playing time.

Permits for Seasonal Fields are issued for a particular day and three hour timeslot throughout the 11 consecutive weeks of a season. Multiple days or timeslots may be requested, however you will be charged for each. Permits are also issued per each three hour timeslot if a field is not needed for the entire season.

SEASONAL FIELD FEES:

Bergen County Resident	\$395/season (Permit Fee) and \$395 (Security Deposit) OR \$145/timeslot (Permit Fee) and \$145 (Security Deposit)
Non-Bergen County Resident	\$790/season (Permit Fee) and \$790 (Security Deposit) OR \$225/timeslot (Permit Fee) and \$225 (Security Deposit)

SEASONAL FIELD LOCATIONS:

Saddle River County Park
Saddle Brook/Otto C. Pehle Area - 760 Saddle River Road, Saddle Brook

Fields: 1 Softball Field

1 Baseball Field (Vander Sande Baseball Field).

Fairlawn Area - Saddle River Road, Fairlawn (behind Oceanos Restaurant)

Fields: 1 Soccer Field (Sheridan Field/County Pitch)

Riverside County Park

South Area– River Road, North Arlington

Fields: 1 Softball Field (#3)

2 Baseball Fields (#1 & #4)

1 Soccer Field (#4 FALL SEASON ONLY)

Van Saun County Park - 216 Forest Ave., Paramus

Fields: 1 Softball Field (#2)

1 Baseball Field (#1)

Pascack Brook County Park - Emerson Rd., Westwood

Fields: 1 Softball Field

1 Baseball Field

Samuel Nelkin County Park - Rose St., Wallington

Fields: 1 Softball/Baseball Field

Overpeck County Park

Henry Hobel Area - Fort Lee Rd., Leonia

Fields: 1 Baseball Field

1 Soccer Field

1 Football Field.

SPECIALTY FIELDS

Specialty Fields are synthetic or turf grass fields. Bergen County Parks fully maintains. Permit holders are prohibited from providing maintenance and bringing any equipment which might cause damage to the field. Specialty Fields have lights for night use. Lining of specialty fields is strictly prohibited.

Permits are for issued for each three hour timeslot of use during each 11 consecutive week season. Multiple days or timeslots may be requested and you will be charged for each. Specialty Fields are not eligible for the seasonal rates.

SPECIALTY FIELD FEES:

Bergen County Resident

\$175/day timeslot permit fee **and** \$175 security deposit

OR

\$245/night timeslot permit fee **and** \$245 security deposit*

Non-Bergen County Resident

\$295/day timeslot permit fee **and** \$295 security deposit

OR

\$475/night timeslot permit fee **and** \$475 security deposit*

*Night timeslot rates are charged when the lights are required, which varies by season and sunset times.

SPECIALTY FIELD LOCATIONS:

Riverside County Park

South Area: River Road, North Arlington

Fields: 1 Multi-purpose Football/Soccer Synthetic Turf Field
1 Turf Softball Field (#5)

North Area: River Road, Lyndhurst

Fields: 1 Synthetic Turf Baseball Field (Breslin Field)

Overpeck County Park

Palisades Park Sportsplex: Roosevelt Place, Palisades Park

Fields: 1 Multi-purpose Football/Soccer Synthetic Turf Field (Lombardi Field)
1 Synthetic Turf Baseball Field
1 Synthetic Turf Softball Field
1 ADA Field

Ridgefield Park Area: 40 Fort Lee Road, Leonia & 199 Challenger Road, Ridgefield Park

Fields: 2 Synthetic Turf Soccer Fields (#1 & #2)
1 Grass Turf Softball Field
1 Grass Turf Baseball Field



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Field Permit Application

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: _____

INSURANCE POLICY PROVIDER: _____

INSURANCE EXPIRATION DATE: _____

APPLICANT'S PRIORITY CLASSIFICATION (select which classification you/your organization fall into):

- County of Bergen Entities
- Bergen County Municipalities and public schools
- Bergen County private schools
- Not for Profit organizations**
- For Profit organizations

**You must submit certified documentation to prove that you fall into the priority category selected above.

PLEASE CHECK ALL BOXES THAT APPLY:

SELECT 2018 SEASON: (please select if this is a seasonal or one-time request)

- | | | |
|---|---|-------------------------------|
| <input type="checkbox"/> SEASONAL REQUEST | <input type="checkbox"/> ONE-TIME REQUEST | |
| <input type="checkbox"/> SPRING | <input type="checkbox"/> SUMMER | <input type="checkbox"/> FALL |

SELECT FIELD:

Pascack Brook County Park (please select appropriate field below)

- Pascack Brook Softball Field
- Pascack Brook Baseball Field

Riverside County Park (please select appropriate field below)

- North Arlington Softball Field
- North Arlington Baseball Field #1
- North Arlington Baseball Field #4
- North Arlington Soccer Field
- North Arlington Multi-Purpose Football/Soccer Turf Field
- North Arlington Turf Softball Field
- North Arlington Tennis
- Lyndhurst Softball Field
- Lyndhurst Turf Baseball Field (Breslin Field)

Samuel Nelkin County Park (please select appropriate field below)

- Wallington Softball/Baseball Field

Saddle River County Park (please select appropriate field below)

- Rochelle Park Softball Field
- Saddle Brook Softball Field
- Saddle Brook Baseball Field (Vander Sande Baseball Field)
- Fairlawn Soccer Field

Overpeck County Park (please select appropriate field below)

- Leonia Baseball Field
- Leonia Soccer Field
- Leonia Football Field
- Leonia Tennis Court
- Palisades Park Multi-Purpose Football/Soccer Synthetic Turf Field (Lombardi Field)
- Palisades Park Synthetic Turf Baseball Field
- Palisades Park Synthetic Turf Softball Field
- Ridgefield Park Turf Soccer #1
- Ridgefield Park Turf Soccer #2
- Ridgefield Park Turf Softball Field
- Ridgefield Grass Turf Baseball Field
- Rowing

Van Saun County Park (please select appropriate field below)

- Van Saun Softball Field
- Van Saun Baseball Field

DATE(S) REQUESTED: _____

**For seasonal permits only, please select day sequence below:

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

TIME SLOTS: 8:30-11:30am 12:00-3:00pm 3:30-6:30pm* 7:00-10:00pm*

*Night timeslot rates are charged when the lights are required, which varies by season and sunset times (see fee schedule).

****FOR OFFICE USE ONLY****

STATUS OF APPLICATION:

APPROVED

DENIED

Notified via email on: _____

Approved/Denied By: _____



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Waiver of Liability and Hold Harmless Agreement
Agreement to Provide Additional Insured Status

I, _____, holding the position of _____ at _____ (“Applicant”), being over eighteen (18) years of age, for and in consideration of the use of County of Bergen Athletic Fields during the 2018 calendar year do hereby agree for the Applicant, its principals, employees, agents, members and participants:

- 1) to hold the County of Bergen and employees, officers, directors, agents and/or representatives (each of the foregoing, an “Indemnitee” and, collectively, the “Indemnitees”) of any of the foregoing from and against any and all claims, actions, proceedings, suits, liabilities, damages, settlements, penalties, fines, losses, or expenses, including reasonable attorneys’ fees and costs, arising from any claim or allegation based upon or relating to my and the Applicant’s use of the County’s athletic fields.
- 2) that the Applicant will not make any claim against, or seek any recovery from an Indemnitee for any damage to persons or property;
- 3) that I have been authorized to enter into this Waiver of Liability and Hold Harmless Agreement on behalf of the Applicant.
- 4) That the applicant agrees to name the County of Bergen, its Officials, Employees, and Agents as Additional Insureds on the Applicant’s General Liability insurance policy.

This agreement may not be changed orally.

By signing below, I acknowledge that I have read and understand the aforesaid terms of this Waiver of Liability and Hold Harmless Agreement and that said terms shall be binding upon me, the Applicant and its principals, employees agents, members and participants

Signature: _____

Name: _____

Date: _____