

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

Dear Athletic Director/Team Manager;

Each year the Bergen County Department of Parks receives numerous requests for field-use permits.

Prior to issuance of a permit, the Department requires that a **Certificate of Insurance** be filed with our office. Insurance certificates for **all teams** (you and your competitors) who will be playing on our fields must be submitted.

The Certificate is to 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 we require 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.**

(Please note: If the athletic participant is covered under the General Liability Medical Expense, it must state so on the certificate.)

All competing teams covered under the same insurance must be listed by name on the certificate.

Your insurance company (agent) must be told, through your Board of Education or Business Office, of this requirement and the above underlined paragraph. They will, at that time, send you the Certificate of Insurance.

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.

Once again, you 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 us at (201) 336-7261.

Thank you for your cooperation.

Sincerely,
Permit Department