



**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 2019 Field Permit Application Package

Season	Dates	Application Period
Spring	April 1 - June 16	January 2 through January 16
Summer	June 17 – September 1	April 1 through April 12
Fall	September 2 – November 17	July 1 through July 12

### **APPLICATIONS**

All applications must be received by 4:00PM on the last day of the application period for the corresponding season, as set forth above. Please allow at least 2 weeks after the end of the application period for approval of dates. Do not call for availability during the application period. Applications must be submitted with a Waiver of Liability and Hold Harmless Agreement and may be submitted in person, by mail or overnight delivery to:

**Department of Parks  
 One Bergen County Plaza  
 Hackensack, NJ 07601  
 Attn: Permits**

Field applications will continue to be accepted after the two week application period as non-priority submissions. Permits will be issued based on field/space availability after all priority applications have been processed.

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

- 8:30AM-11:30AM
- 12:00PM-3:00PM
- 3:30PM-6:30PM
- 7:00PM-10:00PM\*

\*Only specialty fields are available during this time slot

\*\*Applications that do not coincide with the time slots may be returned, unprocessed.



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**TYPES OF FIELDS**

1. *Seasonal* (non-specialty) grass fields
2. *Specialty* (artificial turf) turf fields

**PRIORITY GROUPS**

At the close of each application period the Department of Parks will group applications into priority classifications as follows:

**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

Applications will be processed in order of priority from #1 to #5.

If requests are made from multiple organizations in the same priority classification for the same time and same field, the Department of Parks will work with applicants to mutually resolve conflicting requests.

In the event that conflicting requests within a priority classification can't be mutually resolved, the Department of Parks will use a lottery to award time slots.

Once all applications received within an application period have been processed, any remaining time slots will be available for permitting on a first come first serve basis.

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



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**FEES** Payment is to be made with two separate checks payable to “Bergen County Department of Parks” once application has been approved:

**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.



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## **INSURANCE REQUIREMENTS**

After notification of application approval, but prior to issuance of a permit, 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 application, your permit will be cancelled.

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.

- 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.
- All competing teams covered under the same insurance must be listed by name on the certificate.
- Insurance certificates for all teams (the Applicants and its competitors) must also be submitted.
- If the athletic participant is covered under the General Liability Medical Expense, it must state so on the certificate.
- 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](mailto:parkpermits@co.bergen.nj.us).
- 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.



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**RULES**

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

1. Permit holder is prohibited from performing maintenance on fields
2. Equipment which may cause damage to the fields is prohibited
3. Glass containers and/or bottles are prohibited
4. No food is permitted on the field area, including sunflower seeds and gum
5. No metal spikes
6. Permit holder is responsible for disposing of trash in dugout and field areas prior to end of permitted time slot
7. Weather is unpredictable, and can pose certain health and safety hazards. In severe weather situations, the Park may be partially closed and everyone in the Park may be directed to certain areas or directed to leave the Park altogether. Obey all instructions from County employees and officials, if any are given.

FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS AND ANY INSTRUCTIONS OR DIRECTIVES FROM COUNTY EMPLOYEES OR OFFICIALS MAY RESULT IN IN REVOCATION OF PERMIT AND/OR FORFEITURE OF SECURITY DEPOSIT. REPEATED FAILURES MAY RESULT IN ADDITIONAL FEES. THE DEPARTMENT OF PARKS RESERVES THE RIGHT TO NOT ISSUE PERMITS TO INDIVIDUALS WHO HAVE PREVIOUSLY VIOLATED THE TERMS OF A PERMIT.

**SECURITY DEPOSIT REFUND:**

Security Deposits will be refunded at the end of each season. Permit holders may request that a Security Deposit be rolled over during 2019 calendar year and applied to future 2019 permits. At the end of the year (or end of the season if requested), Permit holder 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 Department will send Permit holder a Purchase Order to be signed and submitted to the Parks Department. Upon receipt of the signed Purchase Order, the County will issue a check to Permit holder. Please note 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



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**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:**

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

**SEASONAL FIELD LOCATIONS:**

**Saddle River County Park**

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

- 1 Softball Field
- 1 Baseball Field (Vander Sande Baseball Field)

**Fairlawn Area** - Saddle River Road, Fairlawn

- 1 Soccer Field (Sheridan Field/County Pitch)

**Riverside County Park**

**South Area**– River Road, North Arlington

- 1 Softball Field (#3)
- 2 Baseball Fields (#1 & #4)
- 1 Soccer Field (#4 FALL SEASON ONLY)

**Van Saun County Park** - 216 Forest Ave., Paramus

- 1 Softball Field (#2)
- 1 Baseball Field (#1)

**Pascack Brook County Park** - Emerson Rd., Westwood

- 1 Softball Field



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1 Baseball Field

**Samuel Nelkin County Park** - Rose St., Wallington

1 Softball/Baseball Field

**Overpeck County Park**

**Henry Hobel Area** - Fort Lee Rd., Leonia

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

1 Multi-purpose Football/Soccer Synthetic Turf Field

1 Turf Softball Field (#5)

**North Area:** River Road, Lyndhurst



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1 Synthetic Turf Baseball Field (Breslin Field)

**Overpeck County Park**

**Palisades Park Sportsplex:** Roosevelt Place, Palisades Park

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

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 falls 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.



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PLEASE CHECK ALL BOXES THAT APPLY:

**SELECT 2019 SEASON:** (please select if this is a seasonal or one-time request)

- SEASONAL REQUEST     ONE-TIME REQUEST
- SPRING                       SUMMER                       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



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**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:     8:30AM-11:30AM     12:00PM-3:00PM     3:30PM-6:30PM\*     7:00PM-10:00PM\*

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

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

STATUS OF APPLICATION:

- APPROVED
- DENIED

Notified via email on: \_\_\_\_\_



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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 2019 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 “Indemnatee” 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 Indemnatee 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: \_\_\_\_\_