



Englewood

Department of
Parks & Recreation

P.O. Box 228 • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 871-6554

FIELD, PARK & FACILITY PERMIT

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

1. Complete Application one-month prior to event
2. Submit application with the following:
 - A. Completed Hold Harmless Agreement
 - B. Certificate of Insurance

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.

After the application, certificate of insurance and hold harmless agreement are received, the application will be processed. Please allow a minimum of two weeks for processing.

For user fees, view the fee schedule below.

Applications may require approval of Recreation Director, Police Chief, Health Director (vended foods), Fire Chief (open flame/propane gas), Public Works Director (trash receptacles) and City Manager.

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

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 Non – Profits must be comprised of 50 residents or 70% resident participation*

League/Team roster and Proof of Residency Required

(photo I.D. and current utility bill, mortgage/lease, or property tax bill of all participants)

Permits for use of a City fields or facility may be considered from groups or organizations within category 5 listed below. **However**, these permits will require approval from the Mayor and Council. The 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.

5. Non-residents and For-Profit Organizations.

POLICY ON USE OF MUNICIPAL FIELD

1. The fields will be **closed** between the months of *December 1st* and *March 1st*
2. Any group or person using cleats on any field will void their permit. Turf shoes are permissible.

The following fee schedule will apply:

Residents groups, Englewood based businesses, and Little League provided a proper permit has been obtained from the Recreation Department: **\$50 per two hours**

Non-Profit – Englewood Based (i.e. schools, churches, etc.): **\$50 per two hours**

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 continues.

Article 7. MECHANICAL AMUSEMENT DEVICES.

5-37 Definition.

Amusement device shall mean and include amusement devices designed for and used by children such as but not limited to any mechanically or electrically operated pony, horse, boat, airplane, and/or equipment of similar design which may be placed in or outside of any premises to which the public is invited, and which devices are to provide an up and down, rocking, and/or circular motion for the enjoyment of not more than 2 children at a time.

5-38 License required.

No person shall operate any such amusement device unless he first obtains a license from the City Clerk.

5-39 Application required; liability insurance policy.

- (a) Application for such license shall be made to the City Clerk upon such forms as he shall prescribe.
- (b) Such application shall contain the name of the person, if a partnership, the names of the partners and if a corporation, the names of the officers of such corporation, the home address of all persons listed in the application; the place or places of business at which such amusement

device is to be located and the type of amusement device to be used.

- (c) Upon filing such application, the applicant shall furnish a policy or duplicate policy of liability insurance with limits of not less than \$500,000 for injury to one person, nor not less than \$1,000,000 for one accident which policy shall be approved as to form and validity by the City Solicitor.
- (d) Such application shall be submitted with the license fee required.

5-40 License fee; term and expiration date.

- (a) The annual fee for a license for each such device shall be as referenced in the fee ordinance of the City of Englewood.
- (b) A license issued hereunder shall expire on December 31 of the year of issuance.

5-41 Prohibited locations.

No amusement device as defined herein shall be located, placed, maintained, or operated on any public street, highway, or other public place in the City.

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

- a. 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
- b. 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.

ORDINANCE #14-10

AN ORDINANCE AMENDING CHAPTER 191 FEES OF THE CODE OF THE CITY OF ENGLEWOOD, SECTION 191-12 RECREATION FACILITIES/PROGRAMS

BE IT ORDAINED by the Council of the City of Englewood, Bergen County, New Jersey, as follows:

Section 1. The following fees, licenses and/or applications found in Chapter 191, Section 191-12 Recreation Facilities/Programs within the Code of the City of Englewood, are hereby amended to include the items as set forth on Schedule A, annexed hereto and made part hereof.

Section 2. All ordinances or parts thereof inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 3. If any sentence, section, clause, or other portion of this ordinance or the application thereof to any person or circumstance shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or repeal the remainder of this ordinance.

Section 4. This ordinance shall take effect immediately upon passage and publication as required by law.

APPLICATION FOR PARK USE

(Please Print)

Date: _____

APPLICANT INFORMATION

Last Name:		First:	Middle Initial:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
Street address:			Apartment #:	
City:	State:	ZIP Code:	Home phone no.:	
Cell phone no.:	Work phone no.:	E-Mail Address:		

LEAGUE INFORMATION

League Name:			
League address:		Apartment #:	503C:
City:	State:	ZIP Code:	Weekday phone no.:

PARK REQUEST

Check all that apply.

<input type="checkbox"/> Artus	<input type="checkbox"/> Crystal Lake	<input type="checkbox"/> Mackay	<input type="checkbox"/> Denning	<input type="checkbox"/> Dunning	<input type="checkbox"/> Depot/Veterans	<input type="checkbox"/> Glenbrook	
<input type="checkbox"/> Madison	<input type="checkbox"/> Morris	<input type="checkbox"/> Triangle/Hudson	<input type="checkbox"/> Trumble	<input type="checkbox"/> Tryon/Herring	<input type="checkbox"/> Mackay Turf*	<input type="checkbox"/> Mackay Pavilion	

FIELD REQUEST

Permits are issued no earlier than 9am and are issued in two hour blocks 9a,11a,1p,3p,5p,7p. Check all that apply.

<input type="checkbox"/> Softball	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Grassy Area	<input type="checkbox"/> Other (Specify)
Date(s) Requested:		Time Requested:		

Check all that apply.

<input type="checkbox"/> Sunday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Monday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Tuesday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Wednesday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Thursday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Friday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Saturday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N
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Purpose of Event

<input type="checkbox"/> League	<input type="checkbox"/> Special Event (Specify)	<input type="checkbox"/> Other (Specify)
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FIELD REQUEST EXPECTED ATTENDANCE

Off duty Englewood Police will be required at group's expense depending on group size.

Number of Residents	Number of Non-Residents	Total Attendees
Purpose of Event (Be Specific):		

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FACILITY REQUEST

Check or indicate number requested.

<input type="checkbox"/> Tennis / Basketball Court (s)	<input type="checkbox"/> Liberty School	<input type="checkbox"/> Tryon Field House	<input type="checkbox"/> BBQ Area
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Date(s) Requested:	Time Requested:
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<input type="checkbox"/> Sunday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Monday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Tuesday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Wednesday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Thursday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Friday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Saturday Alternating? <input type="checkbox"/> Y <input type="checkbox"/> N
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FACILITY REQUEST USE

Off duty Englewood Police will be required at group's expense depending on group size.

Number of Residents	Number of Non-Residents	Total Attendees
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Purpose of Event (Be Specific):

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:
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FACILITY FEES

Tryon Field House /Liberty School = \$50.00/hr (Monday-Friday During Operating Hours Only)	BBQ (Mackay Pavilion or William Street) = \$50 per (2) hours
Tryon Field House/ Liberty School Sat-Sun \$100/hour (2 hour minimum) \$50 per hour in excess of (2) hours	Tennis/Basketball Courts = \$50 per (2) hours

VENDING

No vending is permitted in parks without a permit. Food vendors must obtain a permit from the Englewood Health Department prior to applying with the Recreation Department. Vending permits are issued only for specific events in conjunction with a park, field or facility request. Please complete a separate application for vending by contacting Englewood Health Department at (201) 568-3450.

CANCELATION

The City reserves the right to cancel any or all reservation(s) if deemed necessary.

SPECIAL EVENTS

The City Manager reserves the right to determine a security deposit for special events.
Deposits will be refunded during regular Recreation Department office hours. (Monday-Friday 9:00am-5:00pm)

DEPARTMENT APPROVAL

OFFICAL 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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CITY MANGER'S OFFICE

Date Received:	Signature:	Fee(s) Paid:	Comments:
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MAYOR AND COUNCIL

Date Received:	Signature:	Fee(s) Paid:	Comments:
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PARK RANGER

To be completed on date of event.

Date:	Ranger Name:
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VIOLATIONS:	
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COMMENTS	
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PERMIT ISSUED

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.

- | | |
|---|---|
| <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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. |
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I have read and understand the above rules and regulations expressed above.	
<hr style="border: none; border-top: 1px solid black;"/> <i>Signature of responsible party</i>	<hr style="border: none; border-top: 1px solid black;"/> <i>Date</i>

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.

<hr style="border: none; border-top: 1px solid black;"/> <i>Signature of responsible party</i>	<hr style="border: none; border-top: 1px solid black;"/> <i>Date</i>
<hr style="border: none; border-top: 1px solid black;"/> <i>Name of Company</i>	