



**COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION  
AND CULTURAL AFFAIRS  
115 CLIFTON AVENUE, NEWARK, NJ 07104  
(973) 268-3500 FAX# (973) 481-5302**



**PERMIT APPLICATION FOR ATHLETIC FIELDS**

**(Baseball, Basketball, Softball, Football, Soccer, Cricket, Lacrosse, Tennis)**

Organizational Name: \_\_\_\_\_

Profit \_\_\_\_\_ Non Profit \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel. # Business \_\_\_\_\_ # Home \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Type of Athletic Activity: \_\_\_\_\_ (check one) Youth \_\_\_\_\_ Adult \_\_\_\_\_

League/Association: \_\_\_\_\_ # of Teams \_\_\_\_\_ # of Players \_\_\_\_\_

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

**ONE BLOCK OF TIME WILL CONSIST OF THREE (3) HOURS (or any portion of)**

Please complete the following information by park. If you are requesting more than one park site, please attach additional sheets with the information required below:

1<sup>st</sup> Choice Park: \_\_\_\_\_ 2<sup>nd</sup> Choice Park: \_\_\_\_\_

Diamond Preferred: \_\_\_\_\_

**Please List all Dates along with Times on the Second Page**

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. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. The attached rules and regulations for permit approval and all rules and regulations governing the use of the Essex County Parks System have been read, are understood, and will be fully complied with by applicant.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy# \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Date Received \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

*Putting Essex County First*





## **RULES COVERING PERMITS FOR ATHLETIC FIELDS**

### **ATHLETIC PERMIT GUIDELINES**

1. Please clean the area of litter before leaving site. Or a fine will be assessed.
2. Permittee is responsible for parking in designated areas only, not on grassy lawns or walkways.
3. All fees must be paid in full prior to athletic play.
4. During specific seasons, parks may be closed to vehicular traffic.
5. Prohibited: **ALL ALCOHOLIC BEVERAGES**, glass, containers and bottles.
6. Original permit holders must take full responsibility for transferred permit.
7. 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 permittee of any damage or loss arising because of such an emergency action.
8. Failure to comply with the Department of Parks regulations and guidelines may result in cancellation of permit or denial of future permit requests.

Return completed permit application (PAGE ONE & TWO ONLY) for athletic fields to:

Essex County Department of Parks, Recreation & Cultural Affairs  
c/o Permit Unit, 115 Clifton Avenue  
Newark, New Jersey 07104

Soccer permits will not be issued until after Labor Day with the exception of Brookdale Park soccer fields "A" & "B" which will be permitted upon availability the fourth Saturday of April thru December 31<sup>st</sup> of each calendar year. One to two weeks must be allowed for field preparation of soccer and football fields after Labor Day.

### **ADDITIONAL INFORMATION:**

**The Permit Unit will not research or finalize any dates over the phone unless an application has been received.**

If you have an individual permit that was not used due to rain or inclement weather, another date will be honored PROVIDED the Permit Unit is notified of the unused permit within two (2) working days of the date on the unused permit. You have until the designated year and season of your particular activity to select and use another date.

### **BATHROOM COVERAGE**

Bathroom coverage must be provided by the permittee on the dates which there are no building attendants to open and close the bathroom, and/or there is no heat in the building. The permittee must pay for a building attendant at the rate of \$12.00 per hour, if it is before or after the seasonal period. When there is no heat in the building, a port-o-john must be rented at the expense of the permit