

# ATHLETIC FIELD USE REQUEST

## UNION COUNTY DEPARTMENT OF PARKS AND RECREATION

ADMINISTRATION BUILDING, 2ND FLOOR, ELIZABETH, NJ 07207-2204

(908) 527-4900 Fax: (908) 527-4901

www.ucnj.org/parks

DATE SUBMITTED: \_\_\_\_\_

\*All athletic field use requests must be submitted by a specific date prior to their season.

THIS REQUEST IS FOR: SPORT: \_\_\_\_\_ YEAR: \_\_\_\_\_

A Public or Private School  One Time Single Use  (Application deadline Aug. 1st) Team Use

(School Name) Grade(s) \_\_\_\_\_ - \_\_\_\_\_

TEAM/LEAGUE/CAMP/SCHOOL IS: For Profit:  Non-Profit:  Non-Profit ID #: \_\_\_\_\_

*Profit and Non-Profit "Sports camps and schools" must also complete a "Day Camp/Clinic/Lesson Application"*

SEASON 1: SPRING  (April - August) FALL  (Sept.-Nov.)

Field(s) will be used for: YOUTH  (age 17 and under) ADULTS  FAMILY

Name of League or Single Team: \_\_\_\_\_ Number of games this season/per team:

Did this team/league have a permit to play on Union County fields last year?  (Yes or No)

If so, when and where? \_\_\_\_\_

**The name on this request is the person who will be held responsible for the terms of this permit.**

NAME: \_\_\_\_\_ Title: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ NEW JERSEY ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ID:** *The person making this request must submit a copy of his or her valid New Jersey Driver's License to the Department of Parks and Recreation before a permit will be issued. If the person does not have a valid New Jersey Driver's License, a copy of a (current) Public Utility Bill or Lease showing a current date and the person's address will be accepted.*

**INSURANCE REQUIREMENTS:** *Prior to issuing a permit, your organization must submit a Certificate of Insurance naming "The County of Union, its Board of Chosen Freeholders, officers, employees, agents, servants and the State of New Jersey are included as additional insured under the general liability policy. The General Liability Insurance coverage is provided on a primary and non-contributory basis to the County of Union, et al".*

**CLEAN-UP:** *Teams and Leagues holding permits are responsible for the conditions they create and leave on fields and may be required to provide a clean-up bond or check in the amount of \$400 for use of the field. Clean-up checks will be returned at the end of the permit if no excessive repairs, damages or maintenance clean-ups are necessary.*

**DENIAL AND REVOKING OF PERMITS:** *Union County reserves the right to deny or revoke any field requests or permit based on current or past history of abuse of facilities or complaints lodged by police, the public, Park Maintenance or Parks and Recreation personnel.*



**UNION COUNTY DEPARTMENT OF PARKS & RECREATION  
ATHLETIC FIELD PERMIT GUIDELINES**

**NOTE: Please sign and return the bottom portion of page 5 *only* with your Athletic Field Permit Request Form.**

Permits are issued at the discretion of the Union County Department of Parks & Recreation Director and may be revoked at any time by a duly authorized representative of Union County based on current or past history of abuse of facilities or complaints lodged by County Police, Park Maintenance, Parks and Recreation personnel and the public.

The Union County Department of Parks & Recreation reserves the right to limit or prohibit the use of any field or area when the Department in its discretion determines: weather conditions create a situation in which use of the field may damage the field; the area is over-used or is need of repair; conflicting uses exist; or it is in the best interest of the Park and its patrons, as deemed appropriate by the Director or authorized designee.

In the event of an emergency, dispute or other problem that needs immediate attention during, or at the time of the reservation, please call the **UNION COUNTY POLICE** at **(908) 654-9800**. For other issues, call the Department of Parks & Recreation during regular business hours.

Elizabeth Reservation Office: (908) 527-4900

8:30 a.m. to 4:00 p.m., Monday through Friday.

Westfield Reservation Office: (908) 654-9805

9:00 a.m. to -5:00 p.m. on Monday, Tuesday, Wednesday

12:00 p.m. to 7:00 p.m. on Thursday

9:00 a.m. to 5:00 p.m. on Friday

Athletic Field Permit fees are non-refundable and non-transferable. Permits must be in possession of the permit holder/group while the site is in use.

The person, team or organization named on the permit is responsible for the actions of the persons using the field under the terms of the permit, as well as the people attending games or events pertaining to the permit.

It is the permit holder's responsibility to clean up after each use. Trash must be properly disposed in dumpsters or trash barrels. If a group habitually leaves the area with excessive trash, their permit may be revoked without refund and additional costs may be assessed and billed to the permit holder. The permit holder will be held responsible for the cost to repair ground and property damage caused by the permit holder's use of the area. Excessive litter may be cause for revocation of future permit rights.

When creating your team or league's practice and game schedules, please consolidate, or fit as many of those activities into the time slots in as few days as possible. Teams must start practices or games in a timely manner to end before the next time session begins.

Cancellation of field slots must be made 48 hours prior to the scheduled date. A credit will be issued to the permit holder's account or a rescheduled date will be made.

**Credits will not be issued for unused times.**

In order to accommodate as many requests as possible with a finite number of fields and available dates, the following information/instructions, at minimum, must be submitted and adhered to by **ALL** requestors:

- Prior to issuance of a permit, the following information, with no exceptions, must be submitted to the Department of Parks & Recreation:
  - ✓ Completed Athletic Field Use Request Form. The person making the request must submit a clear copy of his/her valid New Jersey Driver's License.
  - ✓ Copy of Certificate of Liability Insurance. **Must name, The County of Union, its Board of Chosen Freeholders, officers, employees, agents, servants and the State of New Jersey: are included as additional insured under the General Liability Policy. The General Liability coverage is provided on a primary and non-contributory basis to the County of Union, et al.**
  - ✓ Payment of rental fee, deposit, and all other applicable services. Make checks payable to "County of Union."
- **Requests will not be accepted by phone. All requests must be submitted on an Athletic Field Use Request form.**
- Upon conclusion of the reservation process, full payment of fees and proof of insurance, an Athletic Field Use Permit will be issued to the approved applicant before a reservation is deemed final.

Among the criteria to be considered in granting permits are the following: timeliness of application; previous year's field use; availability of field space and time slots; field condition as determined by the Department Director or authorized designee; proposed use schedules; the type of activity and likely effect on the field; and potential interference with the public ability to use and enjoy the Park.

Field playability is accessible at [www.ucnj.org](http://www.ucnj.org). Click on "Parks" and "Field Playability" for field status after 3:00 p.m. that day. Additionally, our field playability announcement telephone number is (908) 558-4079. In the event of late day weather changes, field playability will be determined by the discretion of the umpire.

**Rain Credits** must be called in to the Elizabeth Reservation Office: (908) 527-4900, or Westfield Reservation Office: (908) 654-9805, or emailed to Jeanne Strahan:

[jstrahan@ucnj.org](mailto:jstrahan@ucnj.org) the next business day following a rain out and it will be recorded on the team's permit log. It is the team's responsibility to call the next business day to ensure proper credit.

The Department of Parks & Recreation makes every attempt to line fields on a weekly basis; however, **the purchase of an Athletic Field Permit does not guarantee that fields will be newly lined.**

Fields open April 1. No permits will be issued prior to April 1.

Spring-Summer Season is from April 1 through August 31.

Fall Season is from September 1 through December 1.

**Baseball and Softball Fields will be reserved in 3 hour time slots:**

9:00 a.m. – 12:00 p.m.

12:00 p.m. – 3:00 p.m.

3:00 p.m. – 6:00 p.m.

6:00 p.m. – Dark

**Soccer Fields will be reserved in 2 hour time slots:**

8:00 a.m. – 10:00 a.m.

10:00 a.m. – 12:00 p.m.

12:00 p.m. – 2:00 p.m.

2:00 p.m. – 4:00 p.m.

4:00 p.m. - 6:00 p.m.

6:00 p.m. – 8:00 p.m.

Please contact the Reservation Office for details about lighted baseball and soccer fields.

Booking of athletic fields are in order of first priority as follows:

1. All Union County Schools receive first priority during their respective seasons for interscholastic competition. School games should be completed by 6:00 p.m.
2. Union County Municipal Recreation Departments.
3. Organized Union County Youth Teams which utilized the fields the previous year.
4. Organized Union County Adult Leagues which utilized the fields the previous year.
5. New requests from youth leagues in Union County.
6. New requests from adult groups or leagues in Union County.
7. New individual/team requests.

No additional requests will be granted to a group or league unless sufficient fields exist.

**Current Athletic Fees**

Youth (per time slot)

Adult (per time slot)

**County Resident**

No Charge

\$14.00

**Out of County Resident**

\$10.00

\$28.00

Sports Schools/Camps (up to 99 campers)	\$35.00 per day	\$70.00 per day
Lighted Baseball Field (3 hours)	\$100.00	\$200.00
Lighted Soccer Field (2 hours)	\$70.00	\$140.00
League Clean-Up Bond (refundable)	\$400.00	\$400.00

All fees are subject to change by ordinance established by the Union County Board of Chosen Freeholders.

## **CONTACT & MAILING INFORMATION**

### **UNION COUNTY DEPARTMENT OF PARKS & RECREATION ELIZABETH RESERVATION OFFICE**

10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
(908) 527-4900  
Fax: (908) 527-4901

### **WESTFIELD RESERVATION OFFICE**

300 North Avenue, East  
Westfield, NJ 07090  
(908) 654-9805  
Fax: (908) 233-0270

**SPECIAL EVENTS HOTLINE:** (908) 558-4079

[parkrequest@ucnj.org](mailto:parkrequest@ucnj.org)

[www.ucnj.org/parks](http://www.ucnj.org/parks)

(Cut along line)

**RECEIPT OF UNION COUNTY P&R GUIDELINES FOR ATHLETIC FIELD USE & PERMITS**

**PLEASE SIGN AND RETURN THIS PORTION OF THIS PAGE ONLY WITH YOUR  
ATHLETIC FIELD PERMIT REQUEST FORM.**

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date