

## ATHLETIC FIELD USE REQUEST

### UNION COUNTY DEPARTMENT OF PARKS AND RECREATION

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

Elizabeth (908) 527-4900 Westfield (908) 654-9805

www.ucnj.org/parks

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

\*All athletic field use requests must be submitted by March 1<sup>st</sup>.

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

A Public or Private School  One Time Single Use  Team Use

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

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

*Profit and Non-Profit "Sports camps, yoga classes, etc." must also complete a "Day Camp/Clinic/Lesson Application"*

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

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

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 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 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. There is no exchange of money allowed in the park and permits are not transferrable and cannot be sold.*

**LEAGUE AND TEAM SCHEDULES AND INFORMATION:** You may be required to submit a league and/or team schedule along with a list of coaches and/or player names, addresses and contact information.

**Mail Request To: UC Dept. of Parks and Recreation  
 ATTN: Athletic Reservations  
 300 North Ave. East  
 Westfield, NJ 07090**

**EFFECTIVE 01/01/2018**

<b>Fee Schedule:</b>	County Resident Youth - No Charge	Out of County Youth - \$15.00
	County Resident Youth Turf - \$5.00	Out of County Youth Turf - \$20.00
	County Resident Adult - \$15.00	Out of County Adult - \$33.00
	County Resident Adult Turf - \$25.00	Out of County Adult Turf - \$50.00
	County Resident Cricket - 3 Hours \$30.00	Out of County Cricket- 3 Hours - \$35.00
	County Resident Cricket – 6 Hours - \$60.00	Out of County Cricket- 6 Hours- \$70.00

**DO NOT send in payment at this time (excludes One Time Use) you will be billed separately.**

FIELD RESERVATIONS TIMES			
<b>ATHLETIC FIELDS EXCEPT SOCCER and CRICKET FIELDS</b> will be reserved daily in the following <b>3 HOUR</b> time slots:			
<b>9:00 AM - 12 Noon</b>	<b>12 Noon - 3:00 PM</b>	<b>3:00 PM - 6:00 PM</b>	<b>6:00 PM - Dark</b>
<b>The LIGHTED BASEBALL &amp; SOCCER FIELDS – Must be scheduled at least one day in advance (Fee Required)</b>			
<b>SOCCER FIELDS</b> can be reserved in the following <b>2 HOUR</b> time slots:			
<b>8:00 AM - 10 AM</b>	<b>10:00 AM - 12 Noon</b>	<b>12 Noon - 2:00 PM</b>	<b>2:00 PM - 4:00 PM</b>
<b>4:00 PM - 6:00 PM</b>	<b>6:00 PM - 8:00 PM</b>		

**INSTRUCTIONS:** Complete a separate row for each, single use date or range of dates, time slot and park/field being requested.

PARK	FIELD	DATE	TIME SLOT