



ATHLETIC FIELD REQUEST APPLICATION

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

Email Address : parkrequest@ucnj.org

Complete this form and mail, deliver or Email it to the address above

* Incomplete or illegible applications will not be processed

* For address verification, a copy/scan of your driver's license or a utility bill must be submitted prior to proceeding

Date Submitted: _____ ***Date received in Office:** _____

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

Name of Applicant: _____ **Contact Person (If Different)** _____

Organization: _____

Address: _____

City: _____ **ZIP:** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Team Role: _____ **Email:** _____

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

Park	Field	Calendar Dates	Days of Week	Time Slot

THIS REQUEST IS FOR: Sport: _____ Year: _____

Public/Private School Recreation Dept. Team Use

For Profit **Non-Profit** **Non-Profit ID#** _____

Spring/Summer Submit by March 15th *Fall Submit by July 15th*

Season: Spring/Summer (April - August) Fall (Sept. - Nov.)

Age Group: Youth (age 17 and under) Adult

Are Lights needed? Yes No *there is an additional fee for lights

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 No

If so, when and where? _____

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.

All field requests must be submitted on the **Athletic Field Request Application**. Phone or Email inquiries will not be responded to. Complete the form in its entirety and send to parkrequest@ucnj.org incomplete or illegible applications will not be processed. Payment and insurance must be received before a permit can be issued.

EFFECTIVE 01/23/2020

Fee Schedule: Resident Youth - No Charge	Out of County Youth - \$15.00
Resident Youth Turf - \$5.00	Out of County Youth Turf - \$30.00
Resident Youth Lighted 2 Hours - No Charge	Out of County Youth Lighted 2 Hours - No Charge
Resident Youth/School Lighted 3 Hrs - \$100.00	Out of County Youth/School Lighted 3 Hrs - \$200.00
Resident Adult Grass - \$20.00	Out of County Adult Grass - \$40.00
Resident Adult Turf - \$40.00	Out of County Adult Turf - \$80.00
Resident Adult Lighted 2 Hours - \$100.00	Out of County Adult Lighted 2 Hours - \$200.00
Resident Adult Lighted 3 Hours - \$125.00	Out of County Adult Lighted 3 Hours - \$250.00
Resident Cricket - 3 Hours \$35.00	Out of County Cricket- 3 Hours - \$60.00
Resident Cricket – 6 Hours - \$70.00	Out of County Cricket- 6 Hours- \$85.00
Commercial Use – In county - \$80.00	Commercial Use – Out of County-\$160.00

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

FIELD RESERVATION TIMES			
<i>Baseball/Softball Fields</i> will be reserved daily in the following 3 HOUR time slots:			
9:00 AM - 12 Noon	12 Noon - 3:00 PM	3:00 PM - 6:00 PM	6:00 PM - Dark
Cricket: Full Day - 6 Hours		Half Day - 3 Hours	
<i>Soccer/Football/Field Hockey/Lacross Fields</i> can be reserved in the following 2 HOUR time slots:			
8:00 AM - 10 AM	10:00 AM - 12 Noon	12 Noon - 2:00 PM	2:00 PM - 4:00 PM
4:00 PM - 6:00 PM	6:00 PM - 8:00 PM		

INSURANCE REQUIREMENTS: Prior to issuing a permit, your organization must submit a Certificate of Insurance naming The County of Union, its Board of County Commissioners, Officers, Employees, Agents, Servants and the State of New Jersey 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, at 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 the 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. There is no exchange of money allowed in the park and permits are not transferrable and cannot be sold.