



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE • ENGLEWOOD CLIFFS, NJ. 07632

(201) 569-5252

FAX (201) 569-4356

PARK, FIELD, & FACILITY PERMIT APPLICATION

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

1. Complete and submit Permit Application with all requested information and return via e-mail to: recreationdirector@englewoodcliffsnj.org or mail to Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, NJ 07632 ATTN: RECREATION DEPARTMENT at least **one-month prior to event** with the following:
 - A. Recreation Usage Permit (Pages 3-5)
 - B. Completed Hold Harmless Agreement (Page 6)
 - C. Certificate of Insurance
 - a. The certificate of insurance must list your name or group's name as the insured. In addition, the Borough of Englewood Cliffs 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:

2. Reviewed for availability of date(s), times
3. Sent for approval to all Department Heads: Recreation Director, Police Chief, Health Director (vended foods), Fire Chief (open flame/propane gas), Public Works Director (trash receptacles) and Borough Administrator.
4. Assessed a fee which will be invoiced and must be paid prior to issuance of a valid permit.

PRIORITY OF USERS

1. Meetings or events directly sponsored by the Borough for Borough purposes, inclusive of the Borough's recreational sports programs via the Borough-approved recreational sports associations
2. Meetings or events directly sponsored by the Borough advisory boards and committees
3. Meetings or events directly sponsored by the Borough departments for Borough purposes
4. Meetings or events held for the discussion of Borough issues
5. Resident youth activities, leagues or services organizations that are made up exclusively of Englewood Cliffs residents
6. Resident adult activities, leagues or services organizations that are made up exclusively of Englewood Cliffs residents
7. Board of Education related activities
8. Nonresident youth recreation activities, leagues, or service organizations

9. Nonresident adult recreation activities, leagues, or service organizations
10. All other uses

FEES

Fee for use per Field for maximum of 7 hours or any increment thereof

- \$500.00 per field per day;
- \$350.00 for the Borough Tennis Courts per day;
- \$350.00 for the Borough Basketball Courts per day
- \$350.00 for the Englewood Cliffs Community Center per day
- \$100.00 for a field per hour
- \$40.00 for a Tennis Court per hour
- \$40.00 for the Borough Basketball Courts per hour
- \$40.00 for the Englewood Cliffs Community Center per hour Mon-Fri During Operating Hours Only
- \$100 per hour for the Englewood Cliffs Community Center Sat-Sun (2) hour minimum; \$50.00 per hour in excess of (2) hours

VENDING, FOOD PREPARATION, & OPEN FLAME PERMITS

Neither vending, food preparation nor open flames are permitted in parks without a permit. Vendors must obtain a permit from the Englewood Cliffs Health Department and/or Fire Department by contacting 201-569-5252 Ext: 402. Permits are issued only for specific events in conjunction with a park, field or facility request. Please complete a separate application.

POLICY ON USE OF MUNICIPAL FIELD

1. The fields will be **CLOSED** between the months of *December 1st and March 1st*.
2. **The Borough reserves the right to cancel any or all reservation(s) if deemed necessary.**
3. Any group or person using cleats on any field will **VOID** their permit. Turf shoes are permissible.
4. A security deposit is required for all events in an amount to be determined based upon the size and type of event but in no case less than \$200.00 or exceed \$1,500.00. Deposits will be refunded during regular office hours.



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RECREATION USAGE PERMIT

(PLEASE PRINT OR TYPE)

Facility/Field Requested: _____

Date(s) Needed: _____

Day(s) of the Week Needed: _____

Times Needed: _____ to _____

(If your schedule is flexible, please indicate your requirements in general terms – i.e. two nights per week, any night from 5:00 p.m. to 8:00 p.m., etc.)

Name of Applicant or Group: _____

1) Name of Group Representative: _____

Relationship to Group: _____

Address: _____

Email: _____

Phone #: Day: _____ Evening: _____

2) Name of Alternate Group Representative: _____

Relationship to Group: _____

Address: _____

Email: _____

Phone #: Day: _____ Evening: _____

1. Activity (Purpose of Use): _____
 2. Number of Participants: _____
Anticipated Level of Event Activity (provide best estimated numbers for planning purposes)
 3. Age Range of Participants: _____
 4. Number of Supervisors/Chaperones/Coaches: _____
 5. Number (approximate) of Englewood Cliffs Residents: _____
 6. Fees (if any) Charged to Participants: \$_____
 7. Please list any items to be brought to the facility or field (i.e. tents, tables, stage, sound system, etc.):

 8. Will food be served? Yes: ___ No: ___
 9. Food Vendors: Yes_____ No_____ If Yes, How Many? _____
 10. Merchants & Vendors: Yes_____ No_____ If Yes, How Many? _____
 11. Attendance Vehicles Staff/Volunteers: _____
 12. Are You Requesting Use of Electricity? Yes_____ No_____
If Yes, For What Purpose? _____
 13. Are You Requesting Use of Restrooms? Yes_____ No_____
If No, How Will Patrons be accommodated? _____
 14. Are You Requesting Special Parking Arrangements? Yes_____ No_____
 15. Are You Requesting a Street Closure? Yes_____ No_____
- Note: If yes, for parking or a street closure, permission must be granted by the Police Department**
16. Event Times:
 - a. Set-Up for the Event Will Begin: _____am/pm
 - b. The Event Will Begin: _____am/pm
 - c. Clean-Up/Take-Down Will Be Completed by: _____am/pm

17. Certificate of insurance attached? Yes_____ No_____

18. Fee enclosed: Yes_____ No_____

The responsible person representing the group by signing below agrees to abide by all rules, regulations, ordinances and directions of the Englewood Cliffs Recreation Department and Englewood Cliffs Police Department. The field/facility will be left in the same condition as it was found, any damages to Borough property is the responsibility of the below listed party. The Borough reserves the right to revoke or cancel permission for use at any time.

Signature: _____ **Date:** _____
Representative

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration for the Borough of Englewood Cliffs allowing the use of its recreational facilities to the undersigned, the undersigned hereby agrees to hold harmless the Borough of Englewood Cliffs, its various agencies, employees and contractors from any and all liability arising out of the usage of the Borough's ball fields, tennis courts, parks or other recreational facilities.

The undersigned shall also save and indemnify the Borough, its officials, agents, agencies, boards and employees from any and all actions at law or in equity, charges, debts, liens, encumbrances, costs and counsel fees which may arise from the usage of the Borough's recreational facilities, as aforesaid.

The undersigned shall also present to the Borough Clerk or to the appropriate Officer of the Recreation Department, a valid Certificate of Insurance naming the Borough of Englewood Cliffs, and all of its employees, agencies and departments, as an additional insured, in the amount of \$1,000,000/\$2,000,000 aggregate per occurrence limit for bodily injury and property damage. No permit for use of Borough recreational facilities shall be issued until the appropriate insurance certificate has been delivered to the Borough, and this hold harmless agreement has been appropriately executed by duly authorized representative or official of the party making application to the Borough.

APPLICANT:

DATED:

By: _____

WITNESSED:
