

ATHLETIC FIELD USE REQUEST

UNION COUNTY DEPT OF PARKS & COMMUNITY RENEWAL

Mailing Address: ADMINISTRATION BUILDING 2nd FL, ELIZABETH, NJ 07207-2204
(908) 527-4900 (908) 527-4901 Fax Website www.ucnj.org

Please submit a separate request for each season.

(There are 2 pages to this request form)

THIS REQUEST IS FOR:

SPORT:

YEAR:

A PUBLIC OR PRIVATE EDUCATION SCHOOL (enter school & grade(s):

AN INDIVIDUAL/FAMILY
OR SINGLE USE:

ONE TEAM:

A LEAGUE/CLUB:

A SPORTS CAMP/
SCHOOL/BUSINES

Team/League/Camp/School is:

For Profit:

Non-Profit:

Non-Profit I.D. #:

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

SEASON 1:

SPRING
April - June

SUMMER
July-Aug.

FALL
Sept. -Dec

Field(s) will be used for: **YOUTH** (age 17 & under):

ADULTS:

FAMILY (other):

Name of League or Single Team:

Number of teams in
this league:

How many teams will play on the field(s)
encompassed in this request?

of games this
season / per team

Approx. how many people are on each team?

What % are Union County Residents?

Did this team/league have a permit to
play on Union County fields last year?

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 (position in organization):

ORGANIZATION:

ADDRESS:

CITY:

, NEW JERSEY

ZIP

Day Phone

Cell Phone

Fax

E-mail address

Evening Phone

OTHER (person, address, etc. explain):

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 Community Renewal, 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 in the amount of One Million Dollars (\$1,000,000.00) Combined Single Limit, covering Property Damage and Bodily Injury, and must name the County of Union as Additional Insured.*

CLEAN-UP: *Teams and Leagues holding permits are responsible for the conditions they create & 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 & 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 & Community Renewal personnel.*

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

If this request is for a **league** or more than one team, **list the teams** encompassed in this permit. Also provide a clear copy of the roster with names and addresses of each player.

FIELD RESERVATIONS TIMES

ATHLETIC FIELDS EXCEPT SOCCER & CRICKET FIELDS will be reserved daily in the following 3 hour time slots: **9:00 AM - Noon; Noon - 3:00 PM; 3:00 PM - 6:00 PM; 6:00 PM-dark.**

The **LIGHTED BASEBALL FIELDS** at Warinanco Park can be reserved with lights from **7:30-10:30 PM.**

SOCCER FIELDS can be reserved in the following **2 HOUR** time slots:

8:00 - 10:00 AM; 10:00 AM - 12:00 NOON; 12:00 NOON - 2:00 PM; 2:00 - 4:00 PM; *4:00 - 6:00 PM; *6:00 - 8:00 PM; *8:00 - 10:00 PM

The **LIGHTED SOCCER FIELD** at Mattano Park can be reserved with use of lights during times marked with an asterisk (*), during seasons when lack of daylight would prohibit play.

INSTRUCTIONS: Complete a separate row for each, single use date or range of dates, times, park, etc., being requested.

PARK	FIELD	DAY Mon., Tues, etc.	DATE(S)	TIME SLOT	GAME or PRACTICE
<i>(sample) Warinanco</i>	<i>softball # 6</i>	<i>Mondays</i>	<i>Apr. 5, 12, 19, 26, May 3, 10 17 & 24</i>	<i>3PM - 6 PM</i>	<i>games</i>
<i>(sample) Unami</i>	<i>soccer # 4</i>	<i>Tuesdays & Thursdays</i>	<i>Apr. 21 through June 16</i>	<i>4PM - 6PM</i>	<i>practices</i>

FOR OFFICE USE ONLY BELOW THIS LINE

Booked in System:	Insurance Exp. Date:	Payment Rec'd. Date:	Check # or Payment Type:	Permit Issue Date:
-------------------	----------------------	----------------------	--------------------------	--------------------

NOTES:

To check field playability before each game, please visit www.ucnj.org/parks