

BOROUGH OF WOODLAND PARK  
DEPARTMENT OF PARKS AND RECREATION



**RECREATIONAL & FIELD  
USAGE PACKET**

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

LAST UPDATED: APRIL 2022

5 BROPHY LANE, WOODLAND PARK, NJ 07424-2752  
OFFICE NUMBER (973) 345-8100 EXT. 232

**BOROUGH OF WOODLAND PARK**  
**DEPARTMENT OF PARKS AND RECREATION**



**POLICIES AND PROCEDURES**

Please review the following Policies and Procedures. Once reviewed please complete all required paperwork and submit to the Borough of Woodland Park's Department of Parks and Recreation Office at least thirty (30) days prior to the start of your event.

- The Recreational Usage Packet, including the Recreational Usage Application and the Hold Harmless Agreement, must be completed and submitted to the Borough of Woodland Park's Parks and Recreation Office at least thirty (30) days prior to the start of your event. In replacement of a notarized Hold Harmless Agreement, a copy of the Applicant's Driver's License will be accepted.
- Upon completion and submission of all required components of the Recreational & Field Usage Packet, the Borough of Woodland Park's Department of Parks and Recreation will approve or deny below request. A notification will be sent to the below Organization's Contact Representative soon.
- Certificate of Insurance is required, naming the Borough of Woodland Park as additionally insured and listing the Borough of Woodland Park, 5 Brophy Lane, Woodland Park, New Jersey as the certificate holder. The policy must have the following limit of \$1,000,000.00 for General Liability per each occurrence. Please Note: If applicant is a Woodland Park resident and not affiliated with a group, organization, association or team the Borough of Woodland Park will accept in replace of the above, a copy of the applicants Homeowner's Insurance Policy.
- If applicable, the Field Rental Fee must be submitted and received to the Borough of Woodland Park at least ten (30) business days prior to the start of your event. All payments must be received in the form of a check and must be made payable to the Borough of Woodland Park.
- If the Borough of Woodland Park determines any or all Recreational Facilities are unsafe to play on and/or occupy due to inclement weather or other field related issues (*such as flooded fields*), it will be determined by the Recreation Director. It is therefore the responsibility of a member from the submitting Organization to call the Director and receive the updated Field Status Report on or before 2:30 pm Monday thru Friday, 8:00 am on Saturdays, and 9:00am on Sundays. The Borough of Woodland Park reserves the right to delay the posting of the Field Status Report for any unforeseen reason or reasons without advance notification. If named Organization fails to obey the Field Status Reports and utilizes an Athletic Field which may be deemed as closed, the named Organization will be held responsible to pay for any damages and repairs which the Borough of Woodland Park sees justifiable. Failure to obey will result in forfeiture of all Recreational Facilities without a refund, prohibit of future use, and the possible onset of a fine.
- Applicant is responsible to maintain field conditions to the best of their ability. The removal of accumulated rain water on any athletic field is prohibited, unless done with extreme care and proper training. The removal of infield clay from all baseball or softball fields is strictly forbidden.
- Permits are subject to cancellation. The Borough of Woodland Park reserves the right to cancel any or all reservations or use a portion of any Borough owned Recreational Facility. If a reservation is canceled due to inclement weather and/or a scheduling conflict, the applying Organization will be subject to a full refund.

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A.

Permits for field/facility use are issued by the category in which the organization or event is placed. Group I use shall have priority over Group II, II over III, etc. In reviewing a permit application, the Recreation Director may also consider whether a demonstrated need for providing the activity is evidenced, or whether a program duplicates a similar activity offered by the Recreation Department or within the community.

B.

All permits for the use of Borough field shall be issued by the Recreation Director.

C.

All permit requests must be made on authorized forms, signed by the President of the group making the request and be accompanied by an insurance certificate, hold harmless agreement and nonprofit 501(c)(3) paperwork if applicable.

Applications for all field usage shall be on a form approved by the Recreation Department. Applications shall be submitted to the Recreation Director at least 30 days prior to field use, except those applications for tournaments and similar uses shall be submitted at least 60 days prior to field use. Generally, games shall have priority over practice. The Recreation Director, in reviewing an application, shall take into consideration certain factors, including, but not limited to, wear and tear on the field; scheduling conflicts with other events; provision of sufficient parking for the event; and whether the event benefits the Woodland Park community.

A.

Groups are categorized as follows:

1.

**Group I: Recreation Department Directly Sponsored Activities.** These activities include programs run by the Recreation Department, such as camps, after-school programs, day programs, special events and seasonal sporting groups and activities.  
**NO FEE REQUIRED FOR RECREATION SPONSORED ACTIVITIES**

2.

**Group II: Woodland Park & Passaic Valley School Events and Teams.**

3.

**Group III: Teams in Established Leagues.** These groups are independent organizations that have been established to serve the recreational interest of the participants and shall be teams with Woodland Park residents being at least 80% of the host team participants.

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**4.**

**Group IV: Private Groups.** These groups are made up of residents of Woodland Park or businesses located in Woodland Park who request the use of facilities on an occasional basis when space is available. At least 50% of the host group participants must live or work full-time in Woodland Park. The Recreation Director will develop a seasonal field and facility schedule. The Recreation Director, with recommendations from the Superintendent of the Department of Public Works, shall establish the opening and closing dates for field use.

**A.**

**Make-Up Schedule.** Make-up schedules shall be made at the sole discretion of the Recreation Director. The Recreation Director shall have authority to move schedule events as necessary.

**B.**

**Special Events.** The Borough sponsors numerous special events such as sports tournaments, Woodland Park Day, National Night Out, etc. Every effort shall be made to accommodate such events. Exceptions to the stated policy may be authorized by permit only.

**Facility Use Rules and Regulations.**

**A.**

**Use of any recreation area by a group of 10 or more participants is authorized by permit only.**

**B.**

**Alcoholic beverages or controlled substances of any kind are prohibited, unless given prior approval by Recreation Department.**

**C.**

**Smoking, hookah, or vaping of any kind is strictly prohibited on any recreational field, parking lot or property owned by the Borough.**

**D.**

**Profane, loud, threatening, insulting, indecent and abusive language is prohibited.**

**E.**

**Amplifiers for music, announcements or otherwise are strictly prohibited unless given prior approval by Recreation Department.**

BOROUGH OF WOODLAND PARK  
DEPARTMENT OF PARKS AND RECREATION



**F.**

No person shall enter or be or remain in any of the public parks of the Borough of Woodland Park between sunset and sunrise, except those persons may enter or remain in any portion of the youth center premises located in Borough Field Park during the hours as provided by any resolution of the Mayor and Council heretofore or hereafter adopted.

**G.**

All trash shall be placed in proper receptacles. Users shall leave the facility in the same condition in which it was found, or better.

**H.**

Organized sports, games or activities (such a baseball games, soccer games, etc.) shall require the prior approval of the Recreation Director. Any persons using a public park for any organized sports, games or activities shall have the permit issued by the Recreation Department readily available for inspection by members of Woodland Park Police Department or other agents of the Borough of Woodland Park. Failure to exhibit the permit upon the request will result in the immediate loss of use of the field in addition to any other penalties imposed.

**I.**

No person shall enter or be or remain in any of the public parks of the Borough of Woodland Park with an unleashed dog or other animal (except service animals).

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Please list the following information:

- 1) Name of the Park/Facility: \_\_\_\_\_
- 2) Date(s)/Rain date: \_\_\_\_\_
- 3) Time(s): \_\_\_\_\_
- 4) Area to be used: \_\_\_\_\_
- 5) Reason for use: \_\_\_\_\_
- 6) Approximate number of attendees/participants: \_\_\_\_\_
- 7) Will you be charging a fee for admission or registration: \_\_\_\_\_

Personal Information: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Date of Application: \_\_\_\_\_

*Permits will be issued at the discretion of the Director of the Parks & Recreation Department. Permits will not be issued to any sports teams, youth or adult, that are deemed to be in direct conflict with existing Borough of Woodland Park recognized teams.*

## AUTHORIZATION STATEMENT

The undersigned agrees to indemnify and hold the Borough Woodland Park, its Officers, Agents, and Employees harmless from any and all liability, claims, damages, court costs, and attorney fees arising from the use of the Borough Property referred to as noted above. I understand that this Hold Harmless Agreement also requires that the Borough of Woodland Park is indemnified from any losses or damages resulting from the acts or omissions from any quest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing, by the Borough of Woodland Park, I agree to furnish an insured providing general liability, bodily injury, and property damage coverage with minimum limits of liability not less than \$1,000,000.00 combined single limit. Said certificate shall state that the "issuing company shall mail 30 days written notice to the certificate holder named, certified mail return receipt." It shall also contain a statement acknowledging this hold harmless agreement. No exceptions or limitations will be accepted.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ as the binding act in deed.



Signature of Applicant/ Organization Representative

\_\_\_\_\_ Date



