



**Glen Ridge Parks and Recreation Department**  
Glen Ridge Senior Community Center  
228 Ridgewood Avenue, Glen Ridge, NJ 07028  
Phone (973) 748-2924 Fax (973) 748-3831

## **FIELD PERMIT APPLICATION**

### **BOROUGH OF GLEN RIDGE, NJ**

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Directions to submit this application:

- 1) Fill out this form in full.
- 2) Save the form to your device.
- 3) Email the completed form to [jtcowan@glenridgenj.org](mailto:jtcowan@glenridgenj.org)

- Requests must be received 4 weeks before the event. Requests that are received after the deadline may be denied.
- Please allow 1 week minimum for the application to be processed and note that the larger the event, the longer it may take to be processed.
- All directions must be followed for your application to be accepted.

#### **1. General Information**

- a) Name of the person submitting this application (must also be the on-site contact)
- b) Organization (if applicable)
- c) Street address
- d) City/State/Zip
- e) Cell phone number of the person submitting this application
- f) Email address of the person submitting this application
- g) Name and purpose of the event
- h) Date of the event (month/day/year)
- i) Rain date (month/day/year)

j) Park name/Location

k) Estimated attendance (including staff)

l) Set-up for the event will begin at (time)

m) The event will begin at (time)

n) The event will end at (time)

o) Event cleanup/take-down will be completed by (time)

## 2. Guidelines

- a) Non-charity income generating events are prohibited.
- b) Requests must be received a minimum of 4 weeks before the event. All requests are made by submitting a completed Permit Application. Requests that are received after the deadline may be denied. Please allow 1 week minimum for the application to be processed.
- c) Rates: Glen Ridge Resident \$25 per hour Non-resident \$50 per hour
- d) Payment instructions are as follows:
  - I. Those wishing to rent a facility must have a Community Pass account with a valid email.
  - II. The individual will receive an email regarding the payment and the balance will be shown on their Community Pass account.
  - III. Payment must then be made directly through Community Pass.
  - IV. All payments must be made within 24 hours after receiving the permit.
- e) Please note- No rental is confirmed until full payment is collected by the Borough. Payment must be received via Community Pass no more than 24 hours after the renter receives the approved permit. Fees will be refunded for an event canceled due to weather or by the Borough. No refunds will be issued for an event canceled by the renter.
- f) PROOF OF INSURANCE MAY BE REQUIRED
- g) Applicant hereby indemnifies and holds the Borough of Glen Ridge, NJ harmless from all liability, claims, actions and costs that may arise with the event for which a permit may be granted.
- h) Any markings on Borough of Glen Ridge property must be done in CHALK, spray paint is not permissible.
- i) The permittee is responsible for maintaining the site in a clean and sanitary fashion during the event and is required to leave the site clean and in its original condition by the date and time indicated on the application.
- j) Event security is the responsibility of the permittee. A security plan may be required for approval.
- k) Admission fees may not be charged within the Borough. Suggested donation amounts must be approved by the Borough.
- l) Any and all vendors associated with an event must be approved and meet all federal, state, and local laws and regulations, including but not limited to, local health codes. All food concessions must have and display a permit granted by the Borough of Glen Ridge Health Department in which the event is conducted. It is the responsibility of the program organizer to obtain these permits from all concessions participating in their event two weeks prior to event.
- m) Smoking, possession and/or consumption of illegal drugs are prohibited at all times in Borough parks.
- n) No person shall sweep, vacuum, rake or otherwise attempt to remove any standing water from the park area.
- o) Abusive and/or indecent language is prohibited in Borough parks.
- p) Motorized vehicles are prohibited in Borough parks.
- q) Fireworks are prohibited in Borough parks.
- r) At the Borough's determination, First Aid vehicles may be required.
- s) All persons or organizations who are granted a permit must provide adequate supervision, crews for cleaning up and monitoring all aspects of safety, both for the participants and the general public. Failure to do so may result in the denial of all future permits. The applicant certifies that all the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. The rules and regulations for permit approval and all rules and regulations governing the use of facilities owned/operated by the Borough of Glen Ridge, NJ have been read, are understood, and will be fully complied with by applicant. The individual and/or organization requesting a permit, agrees that while using the facilities made available by the Borough of Glen Ridge, NJ that they will not discriminate on the basis of disability, race, color religion, sex, national origin, age or handicap.
- t) Do you agree to follow the above Guidelines? Yes                      No

### 3. Event Details

a) Have you visited or are you familiar with the site you have requested?

Yes      No

b) Will you advertise or issue press releases regarding the event?

Yes      No

c) Are you requesting permission to serve food or beverages at the event?

Yes      No

d) If permission is granted to serve food or beverages, will you use a caterer for the event?

Yes      No

e) Are you requesting permission to serve alcoholic beverages?

Yes      No

f) Are you requesting permission to set up tables and/or chairs for the event?

Yes      No

g) Are you requesting permission to set up tents for the event?

Yes      No

h) Are you requesting access to electricity?

Yes      No

i) Are you requesting permission to access bathrooms?

Yes      No

j) Are you requesting permission to use sound equipment at the event?

Yes      No

k) Are you requesting permission to have amplified music at your event?

Yes      No

l) Are you requesting permission to set up platforms or stages for the event?

Yes      No

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*\*\*\*\***For Borough Use Only**\*\*\*\*\*

\_\_\_\_ Approved    \_\_\_\_ NOT APPROVED      NOTIFICATION SENT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_

Rate \$ \_\_\_\_\_ per hour X \_\_\_\_\_ hours = \$ \_\_\_\_\_ total