



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

Request for Field/Gazebo Permit Form

*****Please read the information on page 2 before filling out page 1*****

Organization _____

Contact Person (must be present during event) _____

Address _____

City: _____ State: _____ Zip: _____

Daytime Phone Number _____ Cell Phone Number _____

Fax Number _____ Email _____

Field Requested (1st choice) _____ (2nd choice) _____ Gazebo (circle)

Date Requested _____ Alternative/Rain Date (if needed) _____

Time on (including set-up) _____ Time off (including clean up) _____

Type of use: _____ Anticipated attendance _____

*****For Office Use*****

____ Approved ____ NOT APPROVED _____ NOTIFICATIONS MAILED/FAXED DATE ____/____/____

Approved by _____ Rate \$ _____ per hour X _____ hours = \$ _____ total

NOTE: Please see payment instructions on page 2.

Scheduling

Applications for athletic permits are processed and issued continually throughout the year. Glen Ridge Parks & Recreation recognizes each sport to have a specific season. Requests for these permits are processed within the following dates:

FALL (2nd Saturday in August - 1st Saturday in December)

Requests accepted beginning the 1st Monday in May.

Due the 1st Monday in June.

(Permits issued by the 1st Monday in July)

SOCCER, FOOTBALL, FIELD HOCKEY, TRACK & FIELD, SPECIAL USE PERMIT

WINTER (1st Saturday in December - 1st Friday in March)

Requests accepted beginning the 1st Monday in September.

Due the 1st Monday in October.

(Permits issued by the 1st Monday in November)

HOCKEY (Carteret Rink Only), TRACK & FIELD, SPECIAL USE PERMIT

SPRING (1st Friday in March - 2nd Sunday in June)

Requests accepted beginning the 1st Monday in December.

Due no later than the 1st Monday in January.

(Permits issued beginning the 1st Monday in February)

BASEBALL, SOFTBALL, LACROSSE, TRACK & FIELD, SPECIAL USE PERMIT

SUMMER (2nd Sunday in June - 2nd Sunday in July)

Requests accepted beginning the 1st Monday in March.

Due no later than the 1st Monday in April.

(Permits issued beginning the 1st Monday in May)

BASEBALL, SOFTBALL, TRACK & FIELD, SPECIAL USE PERMIT

Field/Gazebo Permits

A permit is suggested for any event held on a dedicated field or at the gazebo in The Glen. Permits are required when the event becomes an organized activity, league game or is advertised to the public. Permits are issued for a limited 3 hour time period. For information about extended use, contact the Recreation office at (973) 748-2924.

Field Regulations

- 1) Smoking, possession and/or consumption of alcoholic beverages, and illegal drugs are prohibited at all times in Borough parks.
- 2) No person shall sweep, vacuum, rake or otherwise attempt to remove any standing water from park area.
- 3) Abusive and/or indecent language is prohibited in Borough parks.
- 4) Motorized vehicles are prohibited in Borough parks.
- 5) Fireworks are prohibited in Borough parks.
- 6) Cooking of any kind is prohibited in Borough parks.

Permit Policies

Permits are issued based on the following **priorities**:

- 1) Glen Ridge School District sponsored games and practices.
- 2) Programs sponsored by Glen Ridge Parks and Recreation.
- 3) Additional users based on availability of space, first come – first serve.

The Borough of Glen Ridge reserves the **right to deny** permit requests in order to:

- 1) Protect public safety.
- 2) Conduct routine maintenance.
- 3) Protect a specific Borough resource.
- 4) Allow residents access to fields for the purpose of casual recreation.

Unauthorized Use

The permit must be used for the purpose for which it was issued. Use of the permit for any unauthorized purpose results in forfeiture of fees and possible sanctions against the permittee. The permittee is responsible for all damages as a result of usage. Permits must be available on site.

Rates	
Glen Ridge resident	Non-resident
\$20 per hour	\$40 per hour
<i>Please note: Non-charity income generating events are prohibited.</i>	

Payment

Individuals who wish to rent a recreation facility must do through the recreation department. Once confirmed, payment must be made through the Community Pass website

<https://register.capturepoint.com/reg/login.cfm?cuBOAP3W0p4trnasCJNBkrfRqBRZAMM1ugTdgJwqwqnc3YUEwtm0ub%2F%2FJA%3D%3D>

Payment instructions are as follows:

- 1) Those wishing to rent a facility must have a Community Pass account with a valid email.
- 2) The individual will receive an email regarding the payment and the balance will be shown on their Community Pass account.
- 3) Payment must then be made directly through Community Pass.
- 4) All payments must be made within 24 hours after receiving field permit.

Please note- No field/gazebo 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 renter.