

Demarest Field And Recreation Permit Application Package

Season	Dates	Application Period
Spring	4/1-6/15	12/1 - 1/15
Summer	6/16 - Labor Day	2/1 - 3/15
Fall	Labor Day - 11/30	4/1 - 5/15

ACTIONS

All applications must be received by 4:00 PM on the last day of the application period for the corresponding season, as set forth above. Any group outside of the DAA must apply for field use for one season at a time. Please allow at least 2 weeks after the end of the application period for approval of dates. Do not call for availability during the application period. Applications must be submitted with a Waiver of Liability and Hold Harmless Agreement and may be submitted in person, by mail or email or overnight delivery to:

Borough of Demarest
Attn: Recreation Commission-PERMITS
118 Serpentine Road
Demarest NJ07627

Or

Email: lcampbell@demarestnj.gov
CC: lbarker122@gmail.com

Field applications will continue to be accepted after the two-week application period as non-priority submissions. Permits will be issued based on field/space availability after all priority applications have been processed.

TYPES OF FIELDS

1. *Knickerbocker baseball field (60/90) (near train tracks)*
2. American league field (46/60, 50/70) (near field house)
3. National League field (46/60) (near tennis courts)
4. Softball field (skin field 46/60) (midway between field house and playground)
5. Swamp Field (in Nature Center on way to swim club)
6. Playground
7. Soccer fields -
 - a. North field - Knickerbocker outfield
 - b. Mid Field - American league outfield
 - c. West Field - National league outfield

8. Tennis courts
9. Whole complex
10. All baseball/softball fields
11. *Batting Cages*
12. *Gazebo*
13. Duck Pond Area
14. Train Station
15. Field House

At the close of each application period the Recreation Commission will group applications into priority classifications as follows:

Priority #1

DAA/Tritown by
season Rec.

Priority #2 DAA/Tritown
by season - travel

Priority #3 Demarest
Public Schools

Priority #4 Demarest Resident
groups (100%)

Priority #5 Majority Demarest resident
groups (80%)

Priority #6 501c3
Charities

Priority #7 Other
(I.e. Clubs,
birthday parties,
reunions, family
picnics)

Applications will be processed in order of priority from #1 to #7.

If requests are made from multiple organizations in the same priority classification for the same time and same field, the Department will work with applicants to mutually resolve conflicting requests. In the event that conflicting requests within a priority classification can't be mutually resolved, the commission will use a lottery to award time slots.

Once all applications received within an application period have been processed, any remaining time slots will be available for permitting on a first come first serve basis.

NOTIFICATIONS The Borough Clerk/Recreation Member will notify Applicants via email of the status of their application within **30 days** after the close of the application period.

INSURANCE REQUIREMENTS

After notification of application approval, but prior to issuance of a permit, the Applicant must file its Certificate of Insurance ("COI") and a Hold Harmless Agreement (attached to the Application) with the Borough Clerk. If the COI and Hold Harmless Agreement are not provided within 2 weeks after notification of approval of the application, your permit will be canceled.

The Certificate of Insurance must show a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate General Liability, and \$10,000/person Medical Expense. If athletic participants are excluded from the General Liability Policy, then the Borough requires **Student Accident Insurance** covering the athletic participants for a minimum of \$10,000/person. **THE BOROUGH OF DEMAREST AND ITS OFFICIALS, EMPLOYEES, AND AGENTS** must be named as **ADDITIONAL INSURED** and **BOROUGH OF DEMAREST BERGEN** shown as **CERTIFICATE HOLDER**.

- Please make sure the term of the insurance (effective date to expiration date) falls within the dates you anticipate using the Borough of Demarest facilities. Failure to do so may lead to rejection of the permit.
- All competing teams covered under the same insurance must be listed by name on the certificate.
- Insurance certificates for all teams (the Applicants and its competitors) must also be submitted.
- If the athletic participant is covered under the General Liability Medical Expense, it must state so on the certificate.
- The Board of Education or Business Office for School Applicants must notify their insurance company (agent) of the insurance requirements and the above-underlined paragraph so that the agent can send the School the Certificate of Insurance. It is the School's responsibility to email a PDF of the COI to (Borough Clerks email address needed)
- Schools must submit both general liability and student accident insurance covering the athletes for you and your opponents before you can play on Borough of Demarest fields. If you have any questions concerning this matter, please call the Borough Clerk's office.

Field Use RULES All permits are subject to the Borough of Demarest's Rules and Regulations. In particular, please note the following:

1. Permit holders are prohibited from performing extraordinary maintenance on fields or other permitted space, but fields should be left in the condition that they were found:
 - a. rake the mound,
 - b. home plate and base areas with no holes remaining.
 - c. Goals should be returned to their place if moved by the permit holder.
 - d. reseeding efforts may be required.
 - e. trash disposed
 - f. team/personal equipment removed
 - g. bathrooms tidied and in order.
2. Puddles or standing water on any field make that field unplayable. Please contact the Borough Clerk about problematic field conditions. 201-768-0167
3. Equipment which may cause damage to the fields is prohibited. -
4. Glass containers and/or bottles are prohibited.
5. Metal spikes for baseball only if permitted by the league.
6. Safety measures provided by the state should be followed at all times.
7. Permit approval does not mean that your organization is a Demarest Recreation program.

Tennis Court Permit Rules:

1. On WEEKDAYS, private lessons for 2 or fewer Demarest badge holders ARE allowed on one court at a time. NO PRIVATE LESSONS ARE ALLOWED ON WEEKENDS.
2. Group lessons (3 or more Demarest badge holders) may only take place ONLY by prior approval by the Recreation Committee and will require a Court Permit. Permit application package for group lessons is available on the borough website under Recreation.
3. Requirements for a Court Permit for Group Lessons:
 - a. A Certificate Of Insurance must be provided.
 - b. Hold Harmless must be signed.
 - c. Group lessons will not be scheduled during the following times:
 - i. Spring Weekends Noon to 4 pm
 - ii. Summer Weekends before noon and after 6 pm
 - iii. Fall Weekends Noon to 4 pm
 - d. A signed Court Permit must be on hand while lessons are being run.
 - e. Students must have Demarest Tennis badges to participate.
 - f. Health measures may preclude group lessons.

FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS MAY RESULT IN IN
REVOCATION OF PERMIT. REPEATED FAILURES MAY RESULT IN ADDITIONAL FEES.
ISSUANCE OF A WRITTEN PERMIT. PLEASE NOTE THAT A PERMIT WILL NOT BE ISSUED
UNTIL THE PARKS DEPARTMENT RECEIVES:

1. A completed application
2. A permit fee check payable to the "Borough of Demarest"
3. A security deposit check payable to the "Borough of Demarest" equal to the appropriate permit fee.
4. Waiver of Liability and Hold Harmless Agreement
5. A Certificate of Insurance
6. Signed permit must be on hand during field/facility use.
7. Health measures may preclude use of fields/facilities.

PROCESSING AND SECURITY FEES Payment is to be made with two separate checks payable to "Borough of Demarest" once application has been approved to be deposited. Security deposits will be returned at the end of field use after review of fields and facilities.

Permit Processing Fee Schedule - (Fees waivable for Demarest Resident groups:ie. DAA, Tri-town, Demarest Public Schools)

Summer Camp - \$25/day or \$125/week

Club Practice - \$25 session/field

Club Games - \$50 game/field

Weekend Tournament - \$125/day

Security Deposit Schedule -

Short Term Use - 100% of Permit Fee

Seasonal Use - 50% of Permit Fee

Field Permit Application

APPLICANT:

NAME OF CONTACT PERSON:

APPLICANT'S ADDRESS:

STREET ADDRESS
CITY STATE ZIP CODE

LEAGUE NAME:

TEAM NAME:

PHONE NUMBER:

EMAIL:

INSURANCE POLICY PROVIDER:

INSURANCE EXPIRATION DATE:

APPLICANT'S PRIORITY CLASSIFICATION Priority # :
(select which classification you/your organization falls into):

****You must submit certified documentation to prove that you fall into the priority category selected above.**

PLEASE CHECK ALL BOXES THAT APPLY:

SELECT SEASON: (please select if this is a seasonal or one-time request)

☐ ONE-TIME REQUEST : Date _____ Time: _____

☐ SEASONAL REQUEST

Choose 1: ☐ SPRING ☐ SUMMER ☐ FALL

For Seasonal Use only:

Describe Specifically:

1. Days of the Week:
2. Dates: (start & End)
3. Time(s)

Field Permit Application (cont.)

SELECT FIELD: DATE(S) REQUESTED:

1. *Knickerbocker baseball field (60/90) (near train tracks)*
2. American league field (46/60, 50/70) (near field house)
3. National league field (46/60) (near tennis courts)
4. Softball field (skin field 46/60) (midway between field house and playground)
5. Swamp Field (in nature center on way to swim club)
6. Playground
7. Soccer field - (northernmost field)
8. Tennis courts
9. Whole complex
10. All main Fields
11. *Batting Cages*
12. *Gazebo*
13. Duck Pond Area
14. Train Station
15. Field House

****FOR OFFICE USE ONLY** STATUS OF APPLICATION:**

Date Received: _____

Status: Approved / Denied

Borough Stamp

Approved By: _____ Date: _____

Notified via email on: _____

Waiver of Liability and Agreement to Provide Additional Insured Status

I, _____, holding the position of _____
("Applicant"), being over eighteen (18) years of
age, for and in consideration of the use of Borough of Demarest Fields during the 20____
calendar year do hereby agree for the Applicant, its principals, employees, agents,
members and participants:

1) to hold the Borough of Demarest and employees, officers, directors, agents and/or representatives (each of the foregoing, an "Indemnity" and, collectively, the "Indemnities") of any of the foregoing from and against any and all claims, actions, proceedings, suits, liabilities, damages, settlements, penalties, fines, losses, or expenses, including reasonable attorneys' fees and costs, arising from any claim or allegation based upon or relating to my and the Applicant's use of the Borough's fields.

2) that the Applicant will not make any claim against, or seek any recovery from an Indemnity for any damage to persons or property, specifically including, but not limited to, damages arising out of infectious disease transmissions such as Covid-19 or any other infectious disease;

3) that I have been authorized to enter into this Waiver of Liability and Hold Harmless Agreement on behalf of the Applicant.

4) That the applicant agrees to name the Borough of Demarest, its Officials, Employees, and Agents as Additional Insured on the Applicant's General Liability insurance policy.

This agreement may not be changed orally.

By signing below, I acknowledge that I have read and understand the aforesaid terms of this Waiver of Liability and Hold Harmless Agreement and that said terms shall be binding upon me, the Applicant and its principals, employees' agents, members, and participants

Signature:

Name: Date: