

# 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 by overnight delivery to:

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

Or

Email [boroadmin@demarestnj.gov](mailto:boroadmin@demarestnj.gov) , cc  
[lcampbell@demarestnj.gov](mailto:lcampbell@demarestnj.gov)

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 processing priority applications.

## TYPES OF FIELDS

1. Whole Complex
2. *Knickerbocker baseball field (60/90) (near train tracks)*
3. American League Baseball field (46/60, 50/70) (near field house)
4. National League Baseball field (46/60) (near tennis courts)
5. Softball field (skin field 46/60) (midway between field house and playground)
6. Soccer fields -
  - a. North 9v9 Soccer field - Knickerbocker outfield (Reserved for Recreation games in fall)
  - b. Middle 11v11 Large-Sided Soccer Field - between Knickerbocker and American Fields (Reserved for DMS in Fall 3:00-4:30 PM; Games until 5:15 PM)
  - c. South Mini Soccer Field - American league outfield (DAA Fall mini soccer field only)
  - d. Wedge Training Area (outside of the National League Fence in Spring and behind softball field)

- e. National League Outfield Training Area (Fall Only)
- f. Field House Area - Along RR tracks outside of the American League field
- 7. Swamp Field (in Nature Center on the way to swim club)
- 8. Tennis courts
- 9. Playground
- 10. *Batting Cages*
- 11. *Gazebo*
- 12. Duck Pond Area
- 13. Field House Building

At the close of each application period, the Recreation Commission will group applications into priority classifications as follows, spring priority is base/softball, and fall priority is soccer:

**Priority #1**

DAA/Tritown by  
season Rec.

**Priority #2** DAA/Tritown

by season - travel AND  
programs that fill gaps in  
DAA programming

**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 or priority from #1 to #7.

If requests are made from multiple organizations in the same priority classification for the same time and field, the Department will work with applicants to mutually resolve conflicting requests. If 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 that 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 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 the use of fields/facilities.

**PROCESSING AND SECURITY FEES** Payment is to be made with two separate checks payable to "Borough of Demarest" once the application has been approved to be deposited. Security deposits must be requested at the end of field use or season 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**

# Field Permit Application

APPLICANT or Name of Organization:

NAME OF CONTACT PERSON:

APPLICANT'S ADDRESS:

STREET ADDRESS  
CITY STATE ZIP CODE

TEAM NAME (if applicable):

LEAGUE NAME(if applicable):

PHONE NUMBER:

EMAIL:

INSURANCE POLICY PROVIDER:

INSURANCE EXPIRATION DATE:

FOR NON-DAA PROGRAMS:

Last season's percentage of participants from Demarest:

Last season's percentage of participants from Tritown:

Attach proof of participation #s and 501c3 status with the application.

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 (attach a schedule if applicable):**

1. Days of the Week: \_\_\_\_\_

2. Dates: (start & End) \_\_\_\_\_

3. Time(s) \_\_\_\_\_

## Field Permit Application (cont.)

**SELECT FIELD:** DATE(S) REQUESTED:

1. Whole Complex
2. *Knickerbocker baseball field (60/90) (near train tracks.*
3. American League Baseball field (46/60, 50/70) (near field house)
4. National League Baseball field (46/60) (near tennis courts)
5. Softball field (skin field 46/60) (midway between field house and playground)
6. Soccer fields -
  - a. North 9v9 Soccer field - Knickerbocker outfield (Reserved for Recreation games in fall)
  - b. Middle 11v11 Large-Sided Soccer Field - between Knickerbocker and American Fields (Reserved for DMS in Fall 3:00-4:30 PM; Games until 5:15 PM)
  - c. South Mini Soccer Field - American league outfield (DAA Fall mini soccer field only)
  - d. Wedge Training Area (outside of the National League Fence in Spring and behind softball field)
  - e. National League Outfield Training Area (Fall Only)
  - f. Field House Area - Along RR tracks outside of American League field
7. Swamp Field (in Nature Center on way to swim club)Tennis courts.
8. Playground
9. Batting Cages
10. Gazebo
11. Duck Pond Area
12. Field House Building

---

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

*APPLICANT'S PRIORITY CLASSIFICATION* Priority # :

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 (Print): \_\_\_\_\_

Date: \_\_\_\_\_