

TOWNSHIP OF TEANECK
APPLICATION FOR PARK USE

Date: _____

**APPLICATIONS MUST BE SUBMITTED AT LEAST TWO (2) WEEKS
IN ADVANCE OF THE REQUESTED DATE**

I. APPLICANT INFORMATION (please print)

Applicant Name: _____ Weekday Phone: _____

Applicant Address: _____ Email: _____

City/State/Zip: _____ Home Phone: _____

II. ORGANIZATION/LEAGUE SPONSOR INFORMATION (please print)

Organization/League Name: _____ Weekday Phone: _____

Organization/League Address: _____ Email: _____

City/State/Zip: _____ Business Phone: _____

III. FIELD REQUEST

Park Requested: _____

Type of Field Requested (check all that apply):
 Softball Baseball
 Soccer Other specify: _____
 Synthetic Turf Soccer / Football (**circle one**)

Day(s) of the Week: _____

Alternate Day(s): _____

Dates Requested: From _____ To _____ Times Requested: From _____ To _____

Permits are issued no earlier than 8 a.m.

Purpose of Event:

League: _____

Special Event (Specify): _____

Other (Specify): _____

Expected Attendance: _____

- Ball field permits for resident use are given “as is” at a fee of \$15.00 per hour use.
- Ball field permits for organization or league play are given “as is” at a fee of \$30 per hour use.

IIIb. FACILITY REQUEST

Park Requested: _____

Facility Requested (check all that apply):

**FEE SCHEDULE MAY BE
FOUND ON PAGE 4**

- Tennis Court(s).....How many? _____
- Basketball Court(s).....How many? _____
- Hockey Rink
- Picnic Area(s).....# of tables requested _____
- Band shell.....See Section IV: Amplification
- Other.....please specify _____

Day of the Week: _____ Alternate Day: _____

Date(s) Requested: _____

Time of Event (including set-up & clean-up): _____

Expected Attendance: _____

Facility attendance is restricted to 100 persons or less except by special request. For groups larger than 100, the Teaneck Police Department will review the application to see if Extra-Duty police personnel will be required at the group’s expense, depending upon the group number. For smaller groups, Extra-Duty Teaneck Police personnel may also be required if deemed necessary.)

Purpose of Event or any other special details of the event (be specific):

PLEASE NOTE: If a rain date is requested, the regular facility fee will be charged for the rain date as well.

Will generators be used for any purpose? _____

Will propane be used for any purpose? _____

Will your group and/or associated vendors be selling any items in conjunction with your reservation? _____

Will your group have any tents, tables, etc.? Please explain. _____

IV. AMPLIFICATION & ELECTRICITY

I/we understand that amplification or electricity of any kind cannot be used under any circumstances without prior approval.

Electricity is available only at the Votee Park Band shell. There is a three (3) hour maximum for this service at an additional fee (\$80.00).

This event requires electricity from _____ to _____ (3 hours maximum).

V. VENDING

No vending is permitted in the park without a permit. For food vendors, a special event permit must be obtained from the Teaneck Health Department prior to applying with the Recreation Department for a vending permit. Vending permits are only issued for specific events in conjunction with a facility or field permit. Vendors may be required to submit a certificate of insurance as described in the insurance section below. Please complete a separate application for vending. The Teaneck Health Department may be contacted at 201.837.1600 ext. 1500.

VI. INSURANCE

- Hold Harmless Agreement forms (provided) **must be** completed and returned with this application.
- A minimum of \$500,000 single limit general liability insurance coverage is required from any organization/establishment, Resolution No. 422-90. A copy of the certificate of insurance must be submitted to the Superintendent of Recreation at least one week prior to the reservation, if requested.

VII. PARK RULES & REGULATIONS

No person shall litter or deposit garbage, refuse, or rubbish of any kind in or upon any public place except in the receptacles provided by the Township for that purpose.

- Alcoholic beverages are prohibited.
- **Smoking is prohibited in all areas including adjacent sidewalk areas.**
- Gambling is prohibited.
- Defacement of park property is prohibited.
- Fires (making or kindling or any open fire) are prohibited except in burners provided for that purpose.
- Domestic animals (with or without a leash) are prohibited except where indicated.
- Vending without obtaining a special permit from the Recreation Department is prohibited.
- Signs and circulars may not be posted, pasted, or affixed within the park unless approved by the Recreation Department.
- Minibikes, snowmobiles, and **motor vehicles of any kind are prohibited anywhere in the park.**
- Vehicles must be legally parked in areas adjacent to the park.
- Ball playing of any type must be played in designated areas only unless a permit is issued by the Recreation Department.

The Superintendent of Recreation, Recreation Attendants, Police Officers, Playground Directors, Park Guards/Rangers, Park Superintendent, and Park Foremen shall diligently enforce the provisions of the Township Code in connection with their duties imposed by law. The persons enumerated above have the authority to:

- Cause the removal from the parks of any person acting in violation of this Code who, after a warning, shall persist in such violation.
- Seize and confiscate any article of property brought into the park areas or used therein violation of this chapter (Ordinance No. 1496).

Section 27-5

Applicant accepts the responsibility for participants and spectators and their compliance with the rules and regulations set forth by the Township Code.

VIII. FEES

Tennis & Basketball Courts, Hockey Rink	\$40 per hour use for resident & resident league play \$80 per hour use for non-resident applicants or organizations
Band shell	\$80 per resident use first 2-hr period, \$40/hr. after initial period \$500 per use for non-resident applicants or organizations per 4-hour period, \$125/hr. after initial period
Picnic Areas	No fee for Resident individual/family \$150 Resident, organization <100 people \$250 Resident, organization >100 people \$100 Non-resident individual/family \$350 Non-resident, individual >50 people \$500 Non-resident, organization
Votee Sportsplex (minimum 2 hours), per field	
Day Use	\$100 resident first 2 hr.; \$50/hr. after initial period \$200 resident league first 2 hr.; \$100/hr. after initial period \$200 non-resident first 2 hr.; \$100/hr. after initial period \$300 non-resident league first 2 hr.; \$150/hr. after initial period
Night Use (starting at 6:00 p.m. or requiring lights)	\$200 resident first 2 hr.; \$100/hr. after initial period \$300 resident league first 2 hr.; \$150/hr. after initial period \$400 non-resident first 2 hr.; \$200/hr. after initial period \$600 non-resident league first 2 hr.; \$300/hr. after initial period

XI. OTHER

- The Township reserves the right to cancel any or all reservation(s) if it deems necessary.
- Amplification of any kind or electricity cannot be used under any circumstances without prior approval.
- I have read, understand, and am responsible to comply with all park rules and regulations as set forth above.

Applicant Signature _____

Date _____

OFFICE USE ONLY

Date Received: _____	Notification Sent Out: _____
Date Reserved: _____	Date Confirmed: _____
Permit Issued: _____	Permit # _____ By: _____
Fees Paid: _____	Check # _____ By: _____
Electricity Fee: _____	Check # _____ By: _____