

## Issuance of Park Permits (City Owned Parks)



1. A written request must be submitted to the Director's Office, with a copy to the Division of Parks and Grounds. **Requests must be submitted a minimum of SIXTY (60) DAYS BEFORE the event.** The letter **MUST** include:
  - a. Park to be used
  - b. Date(s) and time(s) of usage
  - c. Purpose
  - d. Number of expected Attendees
  
2. Upon the Director's review:
  - a. Request Approved:
    - (1). Application is forwarded to requestor for completion.
    - (2). Application **MUST** be completed and returned a minimum of thirty (30) days BEFORE event.
      - (a) Insurance certificate **MUST** be attached to the application. Insurance **MUST** include the "Hold Harmless Clause" as indicated on the back of the Park Application. **NO EXCEPTIONS.\*\***

**\*\*If the requestor has not complied with the insurance requirement, refer them William Schwartz, Law Department.**

- (3) Park Permit\*\* is typed, following the completion of application, submission of insurance.
- (4) Make a copy of all documentation and include in the file.

b. Requests Denied:

- (1) Requestor is notified in writing that their application has been denied. Correspondence will outline reasons for denial.

**PLEASE NOTE**



**Festivals, carnivals, street closings and parades:**

Requestor must obtain appropriate permits from the Division of Permits, City Hall, Room B-17. Contact Express Permits at 973-565-4013.



**Sports Events:**

Requests for park usage for sporting events are limited to one-day events.



**Request for use of baseball fields:**

Refer requestor to the Division of Recreation and Cultural Affairs, 94 William Street, 2<sup>nd</sup> Floor, 973-733-6455.

## **PROHIBITIONS ON CITY PROPERTY**

Kindly be advised the following activities are PROHIBITED in and/or on ANY CITY PROPERTY or BUILDING:

- ⚡ No alcoholic beverage consumption as defined in Alcoholic Beverage Law (N.J.S.A. 33:1-1)**
- ⚡ No defacing city property with writing or other markings**
- ⚡ No barbecuing, heating or burning of shrubbery, tree parts or trash**
- ⚡ No food or preparation of food on city premises by outside patrons**
- ⚡ No charging of admission fees or donations**
- ⚡ No birthday parties or pool parties**
- ⚡ No religious activities of any kind**
- ⚡ No repasts**
- ⚡ No weddings or wedding receptions**
- ⚡ No fundraising**
- ⚡ No gambling**
- ⚡ No selling or vending of any merchandise in or around city facilities**
- ⚡ No use by non-residents**

**ANY VIOLATION OF THESE PROHIBITIONS WILL RESULT IN  
YOUR PERMIT BEING DENIED or REJECTED.**