



BOROUGH OF PARAMUS

475 FARVIEW AVENUE

PARAMUS, NEW JERSEY 07652

201-265-9322

BOARD OF RECREATION COMMISSIONERS

FIELD REQUEST FORM

Name of Requestor: _____ Team/Organization: _____

Phone Number: _____ Email Address: _____

Home Address: _____

Facility Requested: _____

Dates Requested: _____

Times of Usage: _____

Special Requests or Needs: _____

This form must be received seven days prior to the requested date. No exceptions will be allowed.

Violations of park rules and regulations will result in the revocation of this permit.

For Official Use Only

Form Submitted: _____ Approved/Denied: _____

Insurance Received: _____ Amount Due: _____

Payment Received: _____ Form of Payment: Cash – Check: Check Number: _____

FIELD POLICY

1. All fields will be assigned on a first come – first serve basis.
2. All request forms for fields must be submitted to the Recreation Offices no later than seven (7) days prior to the requested date. No exceptions will be made.
3. Fields will be assigned in the following order; Paramus Recreation Teams, Paramus Little League, Paramus Board of Education, Paramus Police & Fire, organizations formed of 90% or more Paramus Residents, outside organizations (upon approval of the Recreation Commission).
4. Organizations/Teams of 90% Paramus Residents must show rosters with proof residency. (tax bills, mortgage, utility bills)
5. Rain dates are not automatically assigned and must be requested after the originally requested date has passed. The seven (7) day advance notice will also be required for Rain dates.
6. All organizations must provide two insurance certificates. One certification should name the Certificate Holder the Borough of Paramus, 1 Jockish Square, Paramus NJ 07652. The second certificate should name the Certificate Holder, Paramus Recreation Commission, 475 N. Farview Avenue, Paramus NJ 07652.
7. The Recreation offices will issue a permit to those parties that meet all of the above requirements. The original permit along with the person to whom the permit was issued, must be present at the field at the time of the scheduled activity. **THIS PERMIT MUST BE PRESENTED TO A SPECIAL POLICE OFFICER IF REQUESTED.** Anyone occupying a field without a valid permit available will be asked to leave.
8. All organizations utilizing Borough of Paramus facilities are required to clean up after their facility usage. Garbage cans are present and available at all sites.
9. No alcohol or open fires, including BBQ's are allowed in the park or on the field.

The above policy has been approved by the Recreation Commission.

Signature of Applicant

Date