



Borough of Red Bank

PARKS AND RECREATION

90 Monmouth Street
Red Bank, NJ 07701

Telephone: (732) 530-2782

Fax: (732) 933-4282

choffmann@redbanknj.org

www.redbanknj.org

Charlie Hoffmann
Director

Mark D. Taylor
Councilman

FIELD PERMIT APPLICATION

Dear Field Renter,

Attached is a 2015 Borough of Red Bank Athletic field Rental Request Form. Completed applications can either be dropped off at the Department of Parks and Recreation office or mailed to our address.

Please remember to complete your application in full. Also, please remember to only request a field for dates and times you know you will need and use. **DO NOT OVERBOOK FOR PRACTICES AND GAMES UNLESS YOU ARE SURE YOU NEED THEM. ALL FIELDS/TIMES REQUESTED FOR WILL BE BILLED AND PAYMENT FOR SUCH WILL BE REQUIRED.**

Upon receipt of completed application, the requested usage will be reviewed and the applicant will be contacted.

If you have any questions feel free to contact Red Bank Parks and Recreation at 732-530-2782 or email choffmann@redbanknj.org.

Sincerely,

Charlie Hoffmann

Director



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Red Bank Parks and Recreation Athletic Field Rental Request

PROCEDURE FOR OBTAINING A FIELD USAGE PERMIT

1. The following items must be submitted in order to be considered:
 - a. **Completed application**
 - b. **Certificate of Insurance** – Name of group/club/team making the request should be as it appears on the Unsurance certificate. Coverage must be for no less than \$1,000,000.00 Bodily Injury/Property Damage Combined Single Limit. Borough of Red Bank must be named as additional insured: Borough of Red Bank 90 Monmouth Street Red Bank, NJ 07701. **Failure to provide valid and acceptable Certificate of Insurance will void field request!!**
 - c. **Proof of Residency/Team Rosters** – Copy of tax bill, driver's license or photo ID with name/address. Teams must supply typed rosters with name, address, and phone number for verification of red Bank residency. A minimum of 80% residents required for resident rate. Rosters are due no later than 2 weeks into the season or the organization will be charged the non-resident rate.
 - d. **Concussion/Head Injury Awareness and Treatment Training** – All sport groups/teams are required to provide a signed copy of the certificate awarded at the end of the online HEADS UP Concussion Online training class regardless of using a Borough field or not. Directions to the website that contains the instructional video can be found on our website at www.redbanknj.org.
2. Upon receipt of all above items properly completed, the requested usage will be reviewed and the applicate will be contacted.
3. If approved, the applicant will be advised of the usage fees along with payment instructions.

NOTES:

1. **All requests must be made a minimum of 7 business days in advance of use.**
2. **Fields are available March 15th through November 15th each year.**
3. **Borough of Red Bank programs/events will be given priority in scheduling the fields.**



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Athletic Field Rental Request

Name of Organization/Club/League: _____

Sport: _____

Contact Person for Group and Position: _____

Address: _____

City/State/Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Specific Dates From - To	Specific Hours From - To	Field/Park	Type of Activity (Practice, game, etc.)

Additional Services/Equipment Requested (additional fees may apply):



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Athletic Field Agreement Policy

1. INFO ON PRICING FROM ORDINANCE
2. Signature and address of the responsible party or organization who has full understanding of and acceptance of the terms of the permit is submitted to the Borough, and who will accept responsibility for adherence with all Borough Regulations and Ordinances.
3. Permit holders are required to evaluate the field/facility before use and ARE NOT PERMITTED TO PLAY ON A FIELD DAMAGED OR IF DAMAGE WOULD OCCUR DUE TO ADVERSE WEATHER CONDITIONS.
4. Rainouts or cancellations by the permit holder must be reported to Red Bank Parks and Recreation within 48 hours for refund/credit consideration.
5. Permit holders are required to police and clean up their field and adjoining areas after use.
6. Permit holders must provide the Borough with a CURRENT Certificate of Insurance prior to using field.
7. Permit holders must pay a deposit fee or total fee for use PRIOR to using Borough field.
8. Permit holders are responsible for damage to Borough field/facility/equipment.
9. Permit holders may NOT sublet or assign reserved times/fields to other teams, leagues or individuals. If found in violation permits will be revoked & any fees collected will not be refunded.
10. The Borough reserves the right to close any field or facility for safety, weather or property concerns as the Borough deems necessary. Each permit holder will be notified of field closings.
11. Failure to follow these policies can result in revocation of permits and/or paying for restoration of fields/facility/equipment that have been damaged or left in unclean condition.

I have read and agree to all the terms listed above.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Date Received _____ COI Received _____ Fees Due _____ Balance Received _____ Permit Issued _____