

POLICY & PROCEDURES HANDBOOK FIELD AND FACILITY USE

The City of Passaic Department of Recreation & Cultural Affairs coordinates and issues permits for the use of athletic fields and facilities to organizations and the general public for cultural, social and recreational activities and programs.

The purpose of this policy is to outline the City procedure for the permitted use of athletic fields and facilities within the City of Passaic. The Recreation Department will monitor proper use of permits. Priority use of fields/facilities will be allocated as per the Priority Group Qualification.

Due to the increased demand for the use of City fields, it is imperative that all user groups abide by the policies and procedures set forth in the policy. We require that each sports league, agency, and organization conducts itself according to the generally accepted standards of quality youth sports programming and abide by the policies and procedures that are established by our department as a condition for the use of fields and facilities.

We appreciate your continued support and cooperation.



*THE CITY OF PASSAIC DEPARTMENT OF RECREATION RESERVES THE RIGHT TO UPDATE AND REVISE THE CONTENTS OF THIS POLICY AND PROCEDURES HANDBOOK FIELD AND FACILITY USE AT ANY TIME AND TO RULE ON A SITUATION NOT SPECIFICALLY COVERED IN THIS HANDBOOK.

Contact Information

Department of Recreation 973-365-5525

Cindy Gomez, Recreation Supervisor

Batner Bonifacio, Recreation Leader

Mariana Fera, Recreation Leader

Massiel Mendez Recreation Leader

Email: recreation@cityofpassaicnj.gov

Inclement Weather Field Closures

In the event of inclement weather, wet fields may be closed. It is the user group's responsibility to call the Department of Recreation at **973-365-5525** after 2:30 pm Monday through Friday or after 8:00am Saturday and Sunday to verify field closures.

Table of Contents

Permit	Permit Priority.....	2
	Permit Allocation Procedures.....	2
	Process for Obtaining Field Use.....	3
	Park and Field Use Permit Request Form.....	13
Ordinances	Parks and Playgrounds City Ordinances.....	6
	Field/Park Permit Code Ordinances.....	7
Fields & Field Use	Field/Facility Rules and Regulations.....	4, 5
	Synthetic Turf Field and Track.....	5
	Fields/Courts/Facilities Locations.....	9
Incident Reporting	Notification of Injury/Incidents & Reports.....	10
	Incident Report Form.....	11
	Three Strikes Policy.....	8
	Acknowledgement of Receipt of Permit and Procedures Policies.....	12

Due to the limited number of fields, the Department of Recreation has established a priority use order. Allocation of fields will follow the terms set forth herein as sustainability allows. The Department of Recreation has exclusive discretion in decisions regarding the scheduling of City fields and facilities and such decision will be made final.

Priority Group Qualification:

Priority use of fields/facilities will be determined as follows:

- Priority 1: Recreation Department programs and other City sponsored or co-sponsored events.
- Priority 2: Official Passaic Board of Education sponsored and/or funded programs or events.
- Priority 3: City of Passaic Parochial, Private, & Charter Schools.
- Priority 4: Recreation Department's Affiliated programs. Must provide references upon request.
All coaches and volunteers must complete a background check in accordance with the City of Passaic Ordinance.
- Priority 5: Non-Profit youth recreational organizations with at least (90%) City of Passaic residents.
 - Must be registered and operating only as a non-profit through the State of New Jersey. Tax # and registered name must be provided.
 - Organization must be open for participation to entire City of Passaic.
- Priority 6: Non-Profit adult recreational organizations with at least (90%) City of Passaic residents.
 - Must be registered and operating only as a non-profit through the State of New Jersey. Tax # and registered name must be provided.
 - Organization must be open for participation to entire City of Passaic.

or Adult Leagues/Teams with 50% or more participants who fit our residency definition.
- Priority 7: Civic Organizations/Clubs
- Priority 8: Citizen Requests
- Priority 9: Programs, organizations, events, schools outside of the City of Passaic

PERMIT ALLOCATION PROCEDURES

Fields will be allocated to teams/organizations based on the percentage of verifiable total City of Passaic residents participating on that team/organization in comparison to all teams in that priority group. Verification of City of Passaic residency will be established by providing such documentation as the Recreation Department staff deems necessary up to and including, but not limited to, team rosters, player addresses, picture ID, utility bill, voter registration card etc.

Multiple use reservations may be made for more than one date or with recurring weekly use. Allocation is on a first come, first serve basis providing all requirements are fulfilled. Submission of a permit request form does not constitute immediate approval. Approval is given according to the Priority Group Qualification (as listed above), after fees are paid, and proof of insurance is submitted. A permit is issued once approval has been granted. Every effort will be made to accommodate the requests.

PLEASE NOTE: The City of Passaic Department of Recreation must be notified of any incident or any accident, occurring on City property, within 24 hours of the occurrence. An Incident/Injury form can be found in the city website, at CityofPassaic.com → City Offices → Recreation → Internal Use Only → Preliminary Notification of Injury/Incident and Notification of Incident and Injury.

(You must still file a report with the Police Department and in case of emergency please dial 911.)

(Submission of a field request does not constitute immediate approval.)

Each organization is required to sign and submit the following:

- FIELD/FACILITY USE PERMIT REQUEST – must be submitted at least four weeks prior to requested use date
- Signed Acknowledgment of Receipt of POLICY & PROCEDURES HANDBOOK FIELD & FACILITY USE
- Proof of General Liability Insurance naming the City of Passaic as an additional insured
- Schedule of games/practices
- Team Roster - must be submitted for verification one week following final league registration date

Factors that assist in the decision to grant a permit:

- Past history of the permit applicant complying with town, state, league and Department of Recreation’s policies.
- Past history of the permit applicant being a good neighbor to the surrounding community.

Permits will not be issued due to the following conditions:

- There is scheduled maintenance, restoration, improvements or hazardous conditions.
- Due to inclement weather.
- The parks, fields or facilities have not been formally opened for the season.

Permit Guidelines

1. Any group, organization, league or individual using parks, fields, or facilities without an authorized permit risk disciplinary action by the Department of Recreation and may lose the privilege of future use.
2. With increasing demands for use of athletic fields/courts and park uses, the Department of Recreation may not be able to accommodate every application or request. Therefore, the Department of Recreation reserves the right to use its priority system and discretion with issuing permits.
3. Requests to permit the use of City of Passaic athletic fields are made through the Department of Recreation located at the Annabelle Shimkowitz Senior Center (behind City Hall) 330 Passaic Street., Passaic NJ. Individuals or groups who wish to utilize athletic field/courts or facility must complete an appropriate field rental application and the rules and regulations form at least ten (10) business days prior to the requested use date (based on availability).
4. For affiliate programs; completed background checks on all volunteers and coaches involved with children less than 18 years of age as required by the City of Passaic.
5. The applicant must be at least 18 years of age to apply for a permit with the Department of Recreation. The applicant or authorized representative (league official or coach) must be present through-out the entire use of the rental.
6. Applications that have been received previously are not automatically renewed and there is no guarantee year to year for field availability. Permits are not guaranteed from season to season.
7. Permits will not be issued without a payment and any documentation required or directives issued. No use may commence without a permit. Payment in advance of use is required. Cash, check, money order or credit card may be used for payment at least 2 weeks prior to the requested use. If payment is made less than 5 days prior to use, only cash, money order or credit card will be accepted.
8. A roster including the names and addresses of all registered participants as of permit application date.
9. Teams and organizations are required to submit practice and game schedules.
10. The Recreation Department may cancel use of city fields/facilities for any of the following:
 - City begins work involving any of the facilities.
 - When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, pesticide spraying, and forces of nature.
 - Non adherence to **FIELD/FACILITY POLICY & PROCEDURES** or City ordinance.
11. The Recreation Department reserves the right to reassign field assignments to accommodate the needs for tournaments and/or special events.
12. Permits canceled by the City or due to inclement weather may be rescheduled as availability allows.

Applicants/User Groups are required to abide by the specific rules contained herein as well as other relatable City codes. Failure to comply may result in a strike and/or cancellation of any current or future permits. See "Three Strikes Rule"

These rules include but are not limited to:

1. Fields/Courts will be allocated by priority use.
2. Groups consisting of ten or more individuals wishing to use a field must acquire a permit with the Recreation Department. Field use permit must be available during use and presented to any City representative upon request. It is the league/organizations president or their Field Coordinator's responsibility to make sure coaches receive and understand that **permits must be on site during field use.**
3. Use will end at dusk on unlighted fields and by 10pm on lighted fields as per City Ordinance pertaining to closing of parks at sundown.
4. The Director of Recreation or designated representative shall have the authority to close any or all athletic fields whenever weather or field conditions dictate. During inclement weather, the Department of Recreation reserves the right to cancel or suspend outdoor facility or field use permits for games, practices and other uses whenever field conditions could result in damage to the fields or injury to players.
5. Groups may not play on fields closed due to wet and unsafe conditions. If use does take place when the fields have been closed, the Recreation Department may bill the user group for damage to the fields and/or revoke permits. User group is responsible for any damages caused to a field by playing in questionable weather. **This includes damages done trying to dry out the field such as digging ditches, raking mud into the fencing, pushing water into the outfield/grassy areas or applying a drying agent.** Violations will constitute a strike against the organization and/or may result in cancellation of your permit. It is the responsibility of groups to access field closure information by contacting the Department of Recreation.
6. Any user organization that has been allocated space and does not intend to use it regularly, shall notify the Recreation Department so fields may be reallocated or otherwise used at their maximum. Violations may constitute a strike against the organization. In the event that the user group cannot reach the Sports Supervisor please leave a message at 973-365-5525 for cancellation notification prior (no same day notice) to the scheduled/permitted time. If fields are not used as requested, permits may be rescinded. Groups or organizations not using fields as stated on the permit may lose their permit and/or priority allocation consideration for future allocations.
7. It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
8. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to be off the fields at the ending time indicated on the permit. Check your permit for specific times you may access the fields. Leave park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors in residential neighborhoods.
9. At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. Adjoining areas must be clear of all trash. (City Ordinance Chapter 179-1 Littering). If after an event, activity or game it is found that additional clean-up is necessary, the applicant will be fined and charged.
10. No subleasing of fields is allowed under any circumstance. Subleasing of fields may result in revocation of all permits.
11. **Parking** is allowed only in designated areas. No vehicles are allowed on City fields or property, other than parking lots, without written permission noted on the permit issued by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues. Any vehicles found to be parked in unauthorized areas without approval will be cited and towed at the owner's expense.

FIELD/FACILITY RULES & REGULATIONS

12. Conduct unbecoming or illegal of an individual, group, or team, such as, but not limited to, foul language, public urination, illegal drug use, gambling, smoking, alcohol consumption or considered to be a public nuisance will be reported to the proper authorities and will be subject to penalties of sue actions and asked to leave. No possession or consumption of alcohol (City Ordinance Chapter 75-23) or smoking of any kind (City Ordinance Chapter 251).
13. Selling food or other items is not allowed without City approval and must be noted on the permit.
14. If the permitted organization, league or group is serving food, it is their responsibility to obtain any necessary Board of Health permits prior to event/activity.
15. Amplified sound is not allowed on any field without City approval and must be noted on the permit. The permitted organization, league or group must acquire special approval for the playing of live music in or at any field/facility.
16. Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission. Do not climb walls or enter gates to gain access onto private property.
17. Property boundary walls and fences are not to be used as backstops at any time.
18. Portable goals and/or cones are allowed but must be removed daily.
19. **NO** fundraising activities may be conducted at the fields/facilities, no admission is to be charged, no tickets sold, no raffles, no collections taken or items sold without notification and approval of the City of Passaic Department of Recreation. If approved, it will be the responsibility of the permit applicant to file or obtain the necessary permits or tax reports.
20. Damages caused by aggressive or negligent use to a park, playground structure, athletic facility, field, or park equipment of any kind will be assessed 100% of the cost to correct, replace and repair to the offender/user group.
21. The Department of Recreation personnel reserves the right to enter all fields, parks and facilities at any time during any and all use for observation of activities. Direct and insubordinate disobedience of a Recreation employee's directive will result in immediate revocation of a parks permit.
22. **The City of Passaic Department of Recreation reserves the right to require additional Parks and Recreation staff to monitor or supervise an event or activity. The cost for the required staff will be the responsibility of the permit applicant.**

SYNTHETIC TURF FIELD AND TRACK

This field can get hot on warm, sunny days. If you experience symptoms of heat related illness, such as dizziness, weakness, headache, vomiting or muscle cramps, move to a shaded area, drink water, rest and seek medical attention if you do not feel better.

Field Rules Prohibit:

- Food of any type. Only water is permitted
- Smoking, vapor smoking or E-cigarette
- Using illegal drugs and alcohol
- Barbecuing, or open fires
- Chewing gum
- Littering or dumping of debris
- Dogs and other animals
- Bare feet
- Vehicles, bikes, ATV's, in-line skates, skateboards and scooters
- Metal cleats, lawn furniture or beach chairs
- Amplifying sound, except by permit
- Engaging in commercial activity or vending, except by permit
- Posting of signs or other materials, except by permit

RAIN/WET CONDITIONS POLICY

The Department of Recreation reserves the right to close any field or park facility due to inclement weather or safety conditions. Should this situation occur, a suitable alternative date would be provided. If your rental date is rained out, please contact the Department of Recreation to make other arrangements.



Chapter 203-1. Definitions.

As used in this article, the following terms shall have the meanings indicated:

PARK — All public parks, playground facilities and other facilities used for recreation.

Chapter 203-2. Hours.

The hours during which the parks shall be open to the public shall be from the hours of 6:00a.m. to sunset. During the months of May through September, the parks shall remain open to the public until 10:00 p.m.

Permits shall be required for all organized play to take place on any ball fields, tennis courts, basketball courts or any other recreational areas under the control of the City of Passaic. Unauthorized individuals utilizing the aforesaid areas during hours when permits have been issued by the City of Passaic are subject to removal. Violators will be subject to fines, arrest or both.

Chapter 203-3. Rules and regulations.

The following rules and regulations shall apply to all parks within the city:

- A. No person shall remove, deface or damage any benches, tables, trees, shrubs, soil, plants, playground or other park equipment.
- B. At no time will the sale or consumption of alcoholic beverages be permitted; the only exception shall be those circumstances where the Alcoholic Beverage Control Board and the Passaic City Council shall mutually agree that a special event warrants waiver of this subsection.
- C. No person shall throw, discharge or otherwise place or cause to be placed or deposit or leave any paper, bottles, broken glass, boxes, cans, dirt, rubbish, trash, waste, garbage or refuse of any kind in any place other than in proper receptacles provided for the receipt thereof.
- D. No person shall permit any animal to remain or run at large in the parks.
- E. No person shall hunt, molest, injure, capture or in any way interfere with any bird, squirrel or other animal being the property of the city in any park.
- F. No person shall enter or park a vehicle upon any portion of lawn or other cultivated ground in any city park within the city when forbidden to do so by an official sign or other official notification.
- G. No person shall remain in or enter the parks between the hours of sunset and 6:00 a.m.
- H. Any group consisting of more than 10 people utilizing the facilities of any park in the City of Passaic as a picnic area is prohibited unless sanctioned by the Division of Recreation or the Passaic City Council.
- I. Any group playing an organized activity on any field in any park in the city must obtain a field permit from the Division of Recreation. Organized activities on any field without a use permit from the Division of Recreation is prohibited.

Chapter 207-1. Public urination or defecation.

No person shall urinate or defecate upon any street, highway, road, alley, sidewalk, public place, except in designated restrooms, or outdoors upon any private property without the consent of the property owner or lawful occupant. It shall likewise be unlawful for any person to urinate or defecate so as to be observed by another person.

Chapter 207-2. Consumption in public place.

No person shall drink, consume or cause to be consumed any alcoholic beverage; or have in his or her possession any unsealed alcoholic beverage container with any alcoholic beverage therein upon public street, sidewalk, right-of-way, avenue, pathway, park, playground, recreation area or any other public place or upon any land owned or occupied by the City of Passaic or upon outdoor facilities owned or operated by the City of Passaic. Nothing in this section shall be construed to prevent or prohibit the otherwise lawful consumption of alcoholic beverages at a block party for which a permit has been granted by the City of Passaic.

Chapter 207-4. Disruption of lawful activities of commercial or retail establishment.

No person shall intentionally or willfully engage in conduct which interferes with, obstructs or otherwise unlawfully disrupts the lawful activities of any commercial or retail establishment or place of business.

Chapter 179-2. Littering prohibited.

It shall be unlawful for any person to throw, drop, discard or otherwise place any litter of any nature upon public or private property other than in a litter receptacle or, having done so, to allow such litter to remain.

The Police Department, the Fire Department, the Department of Public Works, the Department of Community Development, the Division of Housing, the Division of Health, the Division of Building Code Enforcement, in addition to City employees who enforce the Property Maintenance Code, are hereby authorized to issue complaints as may be necessary for the proper enforcement of this chapter.

*Any violation of Chapters mentioned above will be cause for penalty of a fine and/or loss of permit.



(3) Permits.

(a) Field permit fees (practice).

- [1] Resident: \$40 (for two hours).
- [2] Nonresident: \$80 (for two hours).
- [3] Resident: \$60 (for three hours).
- [4] Nonresident: \$120 (for three hours).

(b) Field permits (SEASONAL).

- [1] Resident: \$200 per field (for four hours) (not to exceed 16 weeks).
- [2] Nonresident: \$400 per field (for four hours) (not to exceed 16 weeks).

(c) Field permits (TOURNAMENTS, SPECIAL EVENTS).

- [1] Resident: \$200 (per field) (for eight hours).
- [2] Nonresident: \$400 (per field) (for eight hours).

(d) Picnics/party events/outdoor assembly/festivals/programs (1 to 250 people).

- [1] Resident: \$200 per day.
- [2] Nonresident: \$400 per day.

(e) Picnics/party events/outdoor assembly/festivals/programs (251 to 500+ people).

- [1] Resident: \$400 per day.
- [2] Nonresident: \$800 per day.

(f) Special events (shows, marathons, walk-a-thons, car and bike shows, etc.) - (1-200 people).

- [1] Resident: \$200 per day.
- [2] Nonresident: \$400 per day.

(g) Special events (shows, marathons, walk-a-thons, car and bike shows, etc.) - (201-500 people).

- [1] Resident: \$400 per day.
- [2] Nonresident: \$800 per day.

(h) (Reserved)

(i) Park attendant fee.

- [1] \$12 per hour (normal working hours)
- [2] \$18 per hour (Sunday/evening hours)

(j) Wedding photographs (only): \$50 per day (three-hour Maximum).

(NOTE: Each party must comply with City Ordinance 203-3 or be subject to fine and/or arrest.)

An application for a daily or seasonal recreation permit shall be made to the Department of Recreation & Cultural Affairs. Teams enrolled with the Passaic Department of Recreation & Cultural Affairs will receive permits with set dates and times (according to schedule).

4) Night lights in parks (per night).

(a) Residents: \$40	(b) Nonresidents: \$80

C. Definitions

- (1) "Adults" for purposes of fees, shall be 18 years or older.
- (2) "Youths" for the purposes of fees, means one to 12 years of age.
- (3) "Teens" for the purpose of fees, means 13 through 17 years of age.
- (4) "Peak months": November to March.
- (5) "Nonpeak months": April to October

THREE STRIKES POLICY



Policy

The Department of Recreation reserves the right to cancel or suspend field and facility permits for games, practices, and other usages based upon user groups violating the City Municipal Code or the established Athletic Field Use and Allocation Policy.

Purpose

The purpose of this policy is to implement a systematic method of enforcing the Municipal Code and the Field/Facility Policies and Procedures.

Strike One – Verbal Warning

Strike one consists of a verbal warning and documented activity in direct violation of the City Municipal Code or Field/Facility Policies and Procedures.

Penalty A letter will be written to the user group's representative documenting the violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the group's file. This may be appealed to the Director of Recreation and/or Director of Human Services.

Strike Two – Written Warning

Strike two occurs after a second documented violation within one year from first strike.

Penalty The group will be informed by letter that a Department staff member may be assigned to their permitted activity at the respective park where the violation occurred. The permitted group will be billed for the assigned hours of the staff member at the appropriate rate per hour. The staff member's duty will be to monitor activity at the site and to report further violations to the Recreation Department. This may be appealed to the Director of Recreation and/or Director of Human Services.

Strike Three – Permit Revocation

The third documented violation within a one year (365 days) time frame from the first violation.

Penalty Permits will be revoked for the remainder of the year and possible loss of future allocation. This may be appealed to the Director of Human Services and/or City Council whose decision is final.

We reserve the right to ban any individual, and those govern within a league, team or group who has violated our policies, from our parks, fields and facilities.



FIELDS/COURTS/FACILITIES

If you feel threatened or notice any illegal activities please contact the Passaic Police Department at 973-365-3900 or 911 in case of emergency.

Baseball Fields

Roberto Clemente Turf Field

Casimir Pulaski Park off of Bergen St. & Fourth St.

Pulaski Park Grass Field

Casimir Pulaski Park – Hudson Street & Fourth St.

Craig “Ironhead” Heyward Turf Field

Christopher Columbus Park -390 Paulison Avenue

Benson Court Youth Baseball Field

53 Benson Avenue - Veterans Memorial Park

Baseball Grass Field

Veterans Memorial Park – 350 Passaic Ave

Basketball Courts

Hezekiah Griggs III Basketball Court

Casimir Pulaski Park – behind 100 Fourth St.

Kevin Bryant Basketball Court

Benson Avenue, Veterans Memorial Park

Dream Court

Christopher Columbus Park – near 390 Gregory Ave.

Colonel Johnson Park – 190 Harrison St.

Taras Shevchenko Park – 312-344 Main Ave.

Veterans Memorial Park - Ridge Avenue

Softball Fields

Pulaski Park Grass Field

Casimir Pulaski Park – Hudson Street & Fourth St.

Softball Grass Field

Veterans Memorial Park – 350 Passaic Ave

Football Fields

Craig “Ironhead” Heyward Turf Field

Christopher Columbus Park – 390 Paulison Avenue

Multi-Use Turf Field

Turf Field – Football/Soccer

Casimir Pulaski Park – behind 100 Fourth St.

Soccer Fields

Currently closed

Dundee Island – Veterans Court off of Wall St.

Tennis Courts

Coach Major Tennis Courts

Veterans Memorial Park - 13 Benson Ave.

Tennis Court/Volleyball

Veterans Memorial Park - Ridge Ave & Howard Ave.

Indoor Turf Field (non-regulation size)

Indoor Recreation Facility

Christopher Columbus Park – 390 Paulison Avenue

Skate Park

Casimir Pulaski Park near Essex and Fourth St.

Artificial Ice-Skating Rink

Veterans Memorial Park - 350 Passaic Ave.

Raquetball/Handball Court

Veterans Memorial Park - Ridge Avenue

NOTIFICATION OF INJURY/INCIDENTS & REPORTS

The City of Passaic Department of Recreation must be notified of any incident or any accident, occurring on City property, within 24 hours of the occurrence. Forms can be found in the city website at cityofpassaic.com → City Offices → Recreation → Internal Use Only → Preliminary Notification of Injury/Incident (for immediate reporting) and Notification of Incident and Injury (detailed report).

***PLEASE NOTE: THIS IS NOT A SUBSTITUTION FOR A POLICE REPORT. YOU MUST STILL FILE A REPORT WITH THE POLICE DEPARTMENT AND IN CASE OF EMERGENCY PLEASE DIAL 911.**

Responsibility

All coaches/employees are responsible for immediately reporting (to the Superintendent of Recreation or designated personnel) any incident or injury including near misses.

When to Report

Incidents that must be reported and documented include:

1. Accident, Injury: player, visitor, coach or other incidents, which results or may result in injury.
2. Exposure Incidents: skin, eye, mucous membrane or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
3. Event, Behaviors, or Actions: unusual incidents, contrary to agency policy or procedure or which may result in injury.
4. Property damage or missing articles.
5. Write objectively, avoiding opinions, judgments, conclusions, or assumptions about who or what caused the incident. Tell your opinions to your supervisor later.

Steps

1. Notify your immediate supervisor immediately.
2. **A Preliminary Notification of Incident/Injury** must be completed online at:

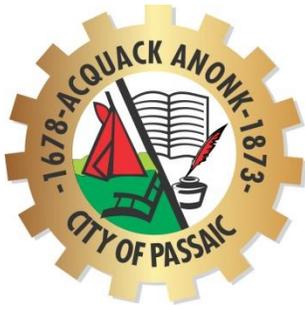
www.cityofpassaic.com/rec

(Notification is immediately received.)

3. **An Incident Report Form** must be submitted to the Dept. of Recreation within 24hours. (See above.)
4. If the incident resulted in an injury the Parent or (Adult Player) must complete the **BMI Benefits Insurance Claim Form** and submit to the Dept. of Recreation along with any forms given to them at the hospital or doctors office. Hospital/Doctor bills will be covered by the insured primary insurance. The City of Passaic's insurance is the secondary insurance and should cover whatever the primary insurance does not.
5. Follow-up will be done by the designated person at the Dept. of Recreation.

Tips for Reporting Incidents:

1. All sections of the Incident/Injury Report must be completed. If additional space is needed, you may attach a second page to fully describe an incident.
2. Document the incident as it occurred and remember to be detailed ex: player hurt his leg. Which leg, left or right? What part of the leg was injured? How did the injury occur?
3. Document any unusual occurrences that you witnessed.



Department of Recreation & Cultural Affairs

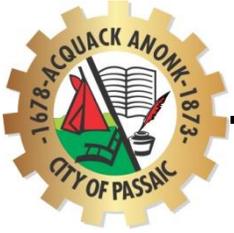
330 Passaic Street, Passaic NJ 07055 • 973-365-5525

Incident Report Form

Use this form to report accidents, injuries, medical situations, or incidents (theft, property damage). Incidents involving a traffic accident must be reported immediately. This form should be completed within 24 hours of the event. *Submit completed forms to the Recreation office.

***PLEASE NOTE: THIS IS NOT A SUBSTITUTION FOR A POLICE REPORT. YOU MUST STILL REPORT INCIDENT TO THE POLICE.**

INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT		
Name:	Date of Birth:	
Address:	Phone #:	
Name:	Date of Birth:	
Address:	Phone #:	
INFORMATION ABOUT THE INCIDENT		
Type of Incident: <input type="checkbox"/> Accident <input type="checkbox"/> Injury <input type="checkbox"/> Medical Situation <input type="checkbox"/> Theft <input type="checkbox"/> Property Damage <input type="checkbox"/> Other _____		Did the Incident occur at a City Sponsored Event/Activity? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Event/Activity:
Date of Incident	Time of Incident	Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No EMS Notified <input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Incident		
Description of Incident (What happened, factors leading to the event, etc.) Be as specific as possible & attached additional sheets if necessary.		
Was the individual injured? If so, describe the injury (laceration, sprain etc.), the body part injured and any other information known about the resulting injury(ies).		
Was medical treatment provided: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused If yes, where was treatment provided: <input type="checkbox"/> On site <input type="checkbox"/> Urgent Care <input type="checkbox"/> Emergency Room <input type="checkbox"/> Other		
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Witness:	Address:	Phone #:
Name of Witness:	Address:	Phone #:
REPORT SUBMITTED BY:		
Print Name: _____	Signature: _____	DATE: _____
FOR OFFICE USE ONLY - Document any follow-up action taken after receipt of the incident report.		
Date:	Action Taken:	By Whom:
Date:	Action Taken:	By Whom:



DEPARTMENT OF RECREATION & CULTURAL AFFAIRS

330 Passaic Street, Passaic, New Jersey 07055

973-365-5525/5630

**POLICY AND PROCEDURES HANDBOOK FIELD & FACILITY USE
ACKNOWLEDGEMENT OF RECEIPT**

I, _____ the authorized representative of

User Group _____ do hereby acknowledge that I have received a copy of the City of Passaic Department of Recreation's Field/Facility Permit and Allocation Policy. I have read and understand the terms and conditions of the field allocation policy; that the term and conditions are acceptable and User Group agrees to abide by, comply with, and accept full and complete responsibility therefore.

I will also inform my organization that all team coaches and managers need to understand these policies and procedures.

The City of Passaic reserves the right to amend or revise said document and will notify recipients prior to any effective amendments or revisions.

Name (print): _____

Address: _____

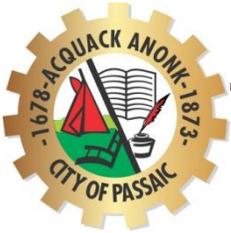
Phone number: _____ Email _____

Title: _____ Organization: _____

Recipient's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Authorized City Signature: _____
Title: _____ Date: _____
This receipt must be signed and filed with the City of Passaic Recreation Department



PARK & FIELD USE PERMIT REQUEST
 (You must complete a separate application for each site)

Park: _____ Field/Court _____

Season/s Applied For: Spring Summer Fall Winter Special Event/One time Request

Day(s): Mon Tues Wed Thurs Fri Sat Sun Time Requested: _____

Date(s) of Use: _____ # of Teams: _____ # of Players: _____ Youth Adults

Organization/Group/League/Company: _____

Contact Person _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell #: _____ Home #: _____ Work #: _____

The permit requestor/organization listed above certifies that he/she has received and read the accompanying **Facility Use Rules and Regulations** of the City of Passaic and agrees to comply with all the rules governing the facilities. The permit requestor/organization agrees to accept full responsibility for any damage or loss of property incurred during use and will ensure that the area is left in a clean, safe and orderly condition. Should the City of Passaic have to cleanup up, repair or restore the field or surrounding area, fees will be charged to the permit requestor/organization to which the permit has been issued for the remediation and clean up (by cost incurred by the Department of Public Works). The permit requestor is responsible for the conduct of all participants and spectators. The City of Passaic will not assume responsibility for any personal property that is brought onto the field and is lost, stolen or damaged.

The permit requestor/organization agrees to indemnify and hold harmless the city of Passaic and its officers, agents, employees, volunteer or other representatives from any and all liability, claims, costs, professional fees or other expenses or liabilities arising out of the use of the property referred to above including but not limited to the buildings, structures, parking lots and grounds owned by the City of Passaic or the Passaic Board of Education. An insurance policy must be submitted to the City of Passaic Recreation prior to any use of field or facility. The policy **must** have the City of Passaic as a certificate holder and each team listed. A game schedule must also accompany the insurance document upon approval. A general aggregate of \$5,000,000.00 coverage is suggested. Applicant/Facility User agrees to hold the City of Passaic harmless and free from any liability of any nature arising out of the use of City recreational facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

I understand that this **Hold Harmless Agreement** also requires that the City of Passaic is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

Any violation of said rules and regulations may result in forfeiture of permit for the remainder of said contact, which may include any future contract, application request involving any and all individuals, associates, affiliation, member, organization involved in the infraction of the agreement.

Note: The Department of Recreation reserves the right to cancel this permit for any date needed for a city event. Violation of the attached rules and regulations can cause permit to be re-evaluated or revoked.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY	
Date Received: _____	Received By: _____
<input type="checkbox"/> Denied (reason) _____	
<input type="checkbox"/> Recv'd Insurance <input type="checkbox"/> Recv'd Payment <input type="checkbox"/> Recv'd Schedule <input type="checkbox"/> Recv'd Roster <input type="checkbox"/> Approved: Permit No.: _____	
Approved or Denied by: _____	