

**BOROUGH OF OCEANPORT**  
**ATHLETIC FIELD/FACILITY REQUEST**

**PROCEDURE FOR OBTAINING FIELD USAGE PERMIT**

1. Complete the attached Field Usage Request form. Forms are available on our website at [www.oceanportboro.com](http://www.oceanportboro.com) or by calling the Clerk's Office at (732) 222-8221. The application should be submitted to the Borough Clerk's Office, Attn: Field Usage Request, PO Box 370, Oceanport, NJ 07757.
2. Upon receipt of application, the requested usage will be reviewed for availability and then submitted by the Recreation Coordinator to the Recreation Committee for consideration.
3. If approved, the Recreation Coordinator will forward to the Clerk for approval by resolution at the next available Council meeting.
4. The applicant will be contacted to advise if approved or not approved.
5. If request is approved, the Applicant will also be advised of the usage fees along with payment instructions.
6. Upon receipt of payment in full, a Permit will be issued to the Applicant. No one will be permitted to use any field without a permit.

**NOTES:**

1. All requests must be made a *minimum* of 1 month in advance to allow time for review by the Recreation Committee and the Borough Council.
2. Fields are available March 15 thru November 30 each year  
Requests for:      March 15 thru June 15 shall be submitted no earlier than February 1<sup>st</sup>  
                                June 16 thru August 15 shall be submitted no earlier than May 1<sup>st</sup>  
                                August 16 thru November 30 shall be submitted no earlier than July 1<sup>st</sup>  
Submission dates may be changed subject to Borough offices being closed due to recognized Borough holidays or weekends.
3. Team Rosters with addresses will be required for proof of residency to receive the Resident rate.
4. Please complete all forms completely and return to Oceanport Recreation Coordinator c/o Borough Clerk's Office along with your **Certificate of Insurance**. Name of club should be as it appears on the Insurance Certificate. Prior to facility use, groups requesting facilities must provide a current certificate of comprehensive general liability insurance from an insurer licensed to do business in the State of New Jersey, to the Borough Clerk, with limits not less than \$1,000,000 Bodily Injury/Property Damage Combined single limit. The certificate of insurance must specifically name the Borough of Oceanport as an additional insured. Failure to provide a valid and acceptable certificate of insurance will void facility use.
5. All usage fees are payable in full. Permits will be issued upon receipt of payment. Usage fees are not refundable unless deemed otherwise by the Borough.

**Borough of Oceanport, PO Box 370, Oceanport, NJ 07757**  
**Tel: 732-222-8221 ♦ Fax: 732-222-0904**

revised 02/01/2010

**BOROUGH OF OCEANPORT**

**ATHLETIC FIELD/FACILITY REQUEST**

Name of Organization/Club/League: \_\_\_\_\_

Contact Person for Group and Position: \_\_\_\_\_

Address: \_\_\_\_\_ Town/State/Zip \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail: \_\_\_\_\_

**LIST OF FIELDS**

**Blackberry Bay Park (BBB)**  
Softball Field  
Baseball Field

**Maria Gatta Community Park (Gatta)**  
Soccer Field 1  
Soccer Field 2 – Junior (no adults)  
Soccer Field 3 (CLOSED SPRING 2010)  
Soccer Field 4 (CLOSED FALL 2010)

**Community Center (CC)**  
Softball Field

Day of Week	PARK Requested	FIELD Requested	Specific Dates		Hours		Type of Activity (# of practices, games, participants, etc.)
			From	To	From	To	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

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Additional Services Requested (additional fees may apply):

Equipment Requested (goals/bases etc) \_\_\_\_\_

Other \_\_\_\_\_

1. Signature and address of responsible party of organization who has full understanding of and acceptance of the terms of the permit, and who will accept responsibility for adherence with all Borough Regulations and Ordinances.
2. Permit holders are required to evaluate the field before use and are **not permitted to play on a field if damaged or if damage would occur due to adverse weather conditions.**
3. Permit must be available on-site at time of use for inspection by Borough officials.
4. Permit holders are required to police and clean up their field and adjoining area after use.
5. Permit holders must provide the Borough of Oceanport, Clerk's Office, with a Certificate of Insurance.
6. Permit holders are required to restore to original condition, at the discretion of the Borough, any field or property damaged due to negligence. The Borough shall be the sole judge of destruction of property or excessive wear and tear.
7. Permit holders are responsible for damage to Borough fields and facilities. If the permit holder finds the field or part of the field to be damaged or otherwise unable to be played on, the permit holder should report this condition.
8. The Borough reserves the right to close any fields or facility for safety or property concerns as the Borough deems necessary. Each permit holder will be notified of field openings and closings.
9. Failure to follow these policies can result in revocation of your permit and/or paying for restoration of fields that have been damaged or left in an unclean condition.

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**Signature of Applicant**      **(Agrees to Comply with Rules & Regulations)**      **Date**

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**OFFICE USE ONLY**

<b>DATES:</b>	
_____	Received
_____	COI Received
_____	Recreation Approval / Denial
_____	M&C Approval / Denial
_____	Fees Paid
_____	Permit Mailed (if approved)

<b>Athletic Facilities Use Fees.</b>		
<b>Games</b>		
1. Youth Fee:	(a) Resident fee -	\$20 per game
	(b) Non-Resident Fee -	\$40 per game
2. Non-Youth Fee:	(a) Resident Fee -	\$25 per game
	(b) Non-Resident Fee -	\$50 per game
<b>Practices:</b>		
1. Residents:	\$ 50 per team/ 1 practice per week for 12 weeks.	
2. Non-Resident:	\$100 per team/ 1 practice per week for 12 weeks.	
<b>For Profit Camps:</b>		
\$250.00 or \$5.00 per participant whichever is greater/per week.		
Resident Team Rosters shall consist of 50% Oceanport residents. All other teams are to be considered Non-Resident Teams. The determination of whether a team is a resident or non-resident team, when disputed, shall be decided by the Municipal Council and confirmed by way of Resolution.		

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