



Oradell Recreation Department
 355 Kinderkamack Road – 2nd Floor – Oradell, NJ 07649
 (201) 261-8200 ext. 8 – Recreation@oradell.org

Oradell Recreation 2026 Athletic Field Permit Application

Any group of 10 or more is required to obtain a permit to use any park or recreation facility in the Borough.
 Any organized group, league, class, etc. is required to obtain a permit. **Private Lessons Prohibited.**

Season	Dates	Application Window
Spring	Turf: Mar. 2 – Jun. 14 *Grass Field Opening Date TBD*	Jan. 15 – Feb. 15
Summer	Jun. 15 – Aug. 30	May 18 – May 29
Fall	Aug. 31 – Nov. 15	Aug. 3 – Aug. 14
Winter*	Nov. 16, 2026 – Feb. 28, 2027 Turf Only	Oct. 15 – Nov. 1

Blocked Dates: All fields will be unavailable on the following dates or during certain Borough events.

1. July 3
2. July 4
3. Oradell Fall Fest – 2026 Date TBD
4. October 10 – OKF/OFD 5k & Fun Run (*Memorial Field Unavailable Only*)

Issuance of Permit:

PLEASE NOTE THAT A PERMIT WILL NOT BE ISSUED UNTIL THE RECREATION DEPARTMENT RECEIVES:

1. A completed application
2. A permit fee check payable to “Borough of Oradell”
3. Hold Harmless Agreement
4. A Certificate of Insurance listing “Borough of Oradell” as additionally insured on a primary and non-contributory basis. Further COI requirements are listed in the Insurance Requirements section of this policy document.

Incomplete applications or applications submitted after the deadline will result in your organization receiving the last priority in scheduling.

Notifications

Oradell Recreation will notify Applicants via email of the status of their application after the close of an application period. Please allow 2 weeks for applications to be reviewed before a permit can be issued.

Fees

Payment is to be made via check payable to “Borough of Oradell” **before** a permit can be issued. Oradell affiliated youth leagues must pay a deposit of ½ of the previous year’s total permit fees.



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Priority of Users

Oradell Recreation will categorize applications received into priority classifications as follows:

- **Priority #1:** Oradell Recreation Committee-approved events and in-season sport leagues
 - Oradell Little League & Girls Softball (spring)
 - River Dell Lacrosse Association (spring)
 - River Dell Soccer Association (fall)
 - River Dell Jr. Football (fall)
 - River Dell Jr. Cheerleading (fall)
 - Oradell Basketball
 - River Dell Wrestling
 - Oradell Recreation Tennis
- **Priority #2:** Affiliated Oradell Recreation Leagues, out-of-season sports leagues and groups
 - Travel baseball/softball teams
 - Oradell Travel Basketball
 - River Dell Soccer Association Blackhawks (Spring)
 - Borough Department athletic teams (i.e., Fire Department, etc.)
 - Men's Softball League (spring)
 - Oradell Public School
- **Priority #3:** River Dell High/Middle School Teams
- **Priority #4:** Any group of 10 or more not listed as approved or affiliated with Oradell Recreation require an approved field use permit and proof of minimum insurance requirements. This includes:
 - Residents for a one-time event.
 - Nonprofit unaffiliated organizations/leagues/schools.
 - For-profit unaffiliated organizations and companies

If requests are made from multiple organizations in the same priority classification for the same time and same field, Recreation will work with applicants to mutually resolve conflicting requests.

Once all applications received within an application period have been processed, any remaining time slots will be available for permitting on a first come first serve basis.

Inclement Weather

In the event of inclement weather, fields may be closed. The Recreation Department, DPW, Oradell Police Department and Oradell OEM reserve the right to close a field if deemed necessary. Compliance from the teams/coaches is expected.



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The following guidelines are to be followed without exception whenever there is thunder and/lightning activity before or during a game or practice:

- At the first sight of lightning, sound of thunder, and/or the activation of the detection system, all field/park usage must stop. When the game/practice is suspended, you must immediately clear the field and remove all players to the safety of cars or shelter. Standing under trees does not meet this requirement.
- The detection system will sound if lightning strikes within 5 miles. **Remember, lightning can strike even when your immediate area appears to have clear skies.**
- After the “all clear” siren has sounded AND the strobe light has deactivated (30 minutes after the last instance of lightning or thunder), coaches and officials may resume play.
- The thirty-minute wait period is restarted after each sound of thunder or each time lightning is seen. **The detection system may detect lightning that you may not be able to see or hear. If the strobe light has not stopped blinking and the second siren has not sounded after 30 minutes, play must NOT resume as it is NOT yet safe to continue.**

Athletic Field Inventory

1. Grass fields (No lights)

- a. Caruso Baseball Field (60',90')
- b. Grant Softball Field – East (40',60')
- c. Grant Softball Field – West (40',60')
- d. Hoffman Baseball Field (50',70')
- e. Memorial Softball Field (40',60')
- f. Muehleck Baseball Field (46',60')
- g. Park Ave Field

2. Artificial turf fields (lights available until 10:00 pm during Spring, Summer & Fall seasons)

- a. DPAC – North (Soccer, Men’s Lacrosse, Women’s Lacrosse)
- b. DPAC – South (Football, Soccer, Men’s Lacrosse, Women’s Lacrosse)
- c. DPAC – Baseball / Softball
 - i. 46',50', & 60' lines for pitching.
 - ii. 60',70', & 90' lines for base distances
- d. DPAC – Baseball / Softball
 - i. 46',50', & 60' lines for pitching.
 - ii. 60',70', & 90' lines for base distances.



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Athletic Field Permit Application

[Internal Use] Date Application Received: _____

Organization Name (If Applicable): _____

Applicant Name: _____

Name of Contact Person: _____

(Authorized to act on behalf of Applicant, if different than Applicant)

Phone Number: _____ Email: _____

Organization/Applicant Address: _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Insurance Policy Provider: _____

Insurance Expiration Date: _____

Schedule Request: Permit applications must include a detailed schedule of practice and game times.

***If requesting more than 3 timeslots/fields, requestors must fill out the Field Permit Schedule Spreadsheet available at www.oradell.org/recreation**

If 3 or fewer timeslots/fields please fill out the below.

Field Requested (1 per box)	Date (1 per box)	Start Time – End Time



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Insurance Requirements

Permits will not be issued until a valid COI has been submitted which provides coverage for all dates requested.

An executed/signed Hold Harmless & Indemnification Agreement must be completed and submitted to the Borough of Oradell Recreation Department along **with each** athletic field application.

1. Minimum of \$1,000,000 Comprehensive General Liability including premises operations & products liability.
2. Minimum of \$100,000 for Accident Insurance.
3. "Borough of Oradell, 355 Kinderkamack Road, Oradell, NJ 07649" must be listed as the **Certificate Holder and an Additional Insured** on a "primary & non-contributory basis".

Agreement Signature: _____ Date: _____

Facility Compliance Rules

The following activities are **not permitted** on any fields or dugouts/team benches:

- Playing/practicing in inclement weather or when fields are closed by the Borough
- Wearing of metal spikes
- Gum or tobacco chewing
- Glass containers
- Smoking, Vaping, Alcoholic beverages and controlled dangerous substances
- Golfing
- Bikes, scooters, skateboards, or rollerblades
- Littering
- Food consumption of any kind.
- Drones or remote-controlled planes, cars or any other model vehicles.
- Vehicles (except when authorized)
- Athletic sleds or goals with metal, steel, or aluminum runners
- Animals/Pets
- Unauthorized use of marking paints, lime or any other liquid or powder to mark the field surface
- Unauthorized snow removal from the artificial surface if the field is snow covered or closed
- Unauthorized cooking or grilling
- Lawn chairs or erection of tents or stands

In the event of inclement weather, unsuitable field conditions, or maintenance needs, fields may be closed. The Recreation Department, DPW, Oradell Police Department and Oradell OEM reserve the right to close a field if deemed necessary. Compliance from the teams/coaches is expected. Groups cannot play on fields that have been closed. If play or practice takes place, the town may bill the user group for damage to the fields and/or revoke field privileges. Once a game has started, game suspension will be determined by umpire or referee.



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Hold Harmless Agreement

(To be signed by organization/individual submitting an Athletic Field Application)

Between the **BOROUGH OF ORADELL** AND:

Name of Organization/Individual

Type of Organization (Individual, Non-Profit, etc.): _____

Address of the Organization/Individual: _____

Telephone Number: _____

In the year: _____

For the purpose(s) of _____

The undersigned agrees to defend, indemnify and hold the Borough of Oradell and its officers, agents, officials and employees (collectively “the Borough”) harmless from any and all liability, suits, actions, claims, costs, expense, damages and/or attorney’s fees arising out of the use of the property referred to above.

I understand that this Hold Harmless agreement also requires that the Borough be indemnified from any losses or damages resulting from the acts or omissions from any organization member, volunteer, guest, participant, visitor or other person attending the event herein referred to.

Signature of Authorized Organization Representative/Individual

Date