



# Park Permit Information Packet

## 2022

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## **I. PERMIT REQUIREMENTS**

1. The Passaic County Park System has various areas available for rentals year-round. Rentals are secured by obtaining a permit from the Passaic County Department of Parks & Recreation.
2. Permits are required for the following activities:
  - a. Picnics with 12 or more individuals (adult and/or children),
  - b. Events/Fundraisers with 12 or more individuals (adult and/or children); and
  - c. Athletic group events and/or practices of 10+ individuals.
3. All permits are established and authorized per the County of Passaic's Ordinance on *Rules and Regulations for the Protection, Safety Conduct, Control and Use of the Reservations, Parkways, Playgrounds, Golf Course and Other Park Property* (herein referred to as "Park Rules & Regulations."). Park Rules & Regulations must be followed at all times.

## **II. PERMIT SUBMISSION & REVIEW PROCESS**

1. Submission requirements vary by group size. However, all permit applications will adhere to the following procedures:
  - a. Permit applications will be accepted for the current year only.
  - b. Permits are not seasonal; they are required year-round.
  - c. Applications are processed in the order they are received.
  - d. Applications are submitted electronically only.
  - e. Applicants will be notified by email, of all permit fees and form requirements.
  - f. Applications may take up to three (3) weeks to process; and
  - g. Applications must be received at least four (4) weeks prior to the desired event date.
2. In-order for a permit to be processed in a timely manner, the application must be received at least four (4) weeks prior to desired date. Notifications of permit acceptance or denial will be emailed to the contact person within three to five (3-5) business days of receiving a permit application. All requirements must be submitted within two (2) weeks of receiving an email notification, or your request will be cancelled.
3. The Department of Parks & Recreation reserves the right to deny any application, which has been submitted less than four (4) weeks before the desired event date.

4. Permit applications must be filled out completely. If any necessary information is left out, the application will be returned, and therefore may result in delaying the request. The application will need to be resubmitted.
5. Please do not call the Department of Parks & Recreation for park availability. Availability is not given over the phone; it is based on availability at the time of submission of the online application.
6. Prior to submitting a request, it is encouraged for the applicant to visit the park location/area of choice, review its amenities and accompanying fees, and make certain all needs of the event permit can be met.
7. Upon completion of an event, the site will be inspected by a Visitors Service Ranger, who is assigned to that area. If the site is in acceptable condition, the Ranger will sign the applicants permit and notify the office to begin the security deposit return process.

### **III. GENERAL PERMIT GUIDELINES**

1. No alcoholic beverages of any kind are permissible in any Passaic County park.
2. All trash must be discarded. A security deposit WILL NOT be refunded if garbage is left behind.
3. Music should be suitable and appropriate for all ages, and kept at a lower volume, not interfering with any other event taking place outside your assigned location.
4. Unless otherwise permitted, fires of any kind are to be built only in the designated areas at the camping grounds of Rifle Camp Park and Camp Hope. The county will supply firewood. (Refer to pages 15 and 25 for details.)
5. Use of any field (ball, soccer, turf, basketball, or bocce court) is not included with picnic permits. Field permits will need to be requested separately and will require a separate fee and permit.
6. Use of any picnic area is not included with field, (ball, soccer, turf, basketball or bocce court) permits. Picnic permits will need to be requested separately and will require a separate fee and permit.
7. Permit holders must have a copy of their permit with them on the day of the event. If you do not have the permit with you, you may be asked to leave.
8. Permits must be used in a respectful manner with other permit holders.

9. Rain dates are NOT assigned to permitted events. If an event has been “rained-out” and the permit holder wishes to reschedule or request a refund, please contact the Department of Parks & Recreation within three (3) days following the event, advising of alternate dates or the refund. If a new date is available, a new permit will be issued. If you do not wish to reschedule, a full refund will be processed. The refund process may take up to four to six (4-6) weeks.
10. Except for “rain-outs,” refunds for cancellations can be honored. A refund for an event cancellation is granted only upon receipt of a written notice received by the Department of Parks & Recreation and must be at least two (2) weeks prior to the event date.
11. Athletic Field/Field request(s) confirmed and assigned by the Department of Parks & Recreation will not be refunded or credited towards future field use. (Refer to page 9 for details).
12. County parks are open daily from sunrise until one-hour after sundown, except for Camp Hope. Please refer to the park directory on page 15.
13. Pets are allowed in county parks. All pets must be leashed at all times, unless utilizing one of our dog-runs/dog parks.
14. The time on the permit includes set-up and clean-up.
15. Permits are non-transferable.

#### **IV. INSURANCE REQUIREMENTS**

1. Depending on the size and nature of an event, a Certificate of Insurance may be required. The County of Passaic must be added to the permit holder’s Certificate of Insurance, as an additional insured. The certificate would be made out to: “County of Passaic, 401 Grand Street, Paterson, New Jersey 07505”.
2. Insurance needs for special events will be determined after review of the initial permit application. Camping and filming events are subject to insurance requirements.
3. Picnics with fifty (50) or more people (adult or children) will require a Comprehensive Personal Liability policy for \$300,000.

4. Large groups, organizations, and corporations will require a General Liability policy for \$1,000,000, per occurrence combined single limit.
5. Events with hazardous exposures will require an additional \$1,000,000 in Excess Liability.
6. Special events with an organization sponsor will require a General Liability policy for \$1,000,000, per occurrence combined single limit, and an additional \$1,000,000 umbrella.
7. All organized sport uses will require \$1,000,000 in General Liability per occurrence combined single limit.
8. A Certificate of Insurance will not be required for public entities in the State of New Jersey.
9. No blanket standard can be adopted concerning policy limits required. The limits will be determined by the kind of exposure involved when you submit your permit application.
10. The County of Passaic has the authority to increase the minimum requirement described above when it is determined necessary.
11. The County shall be furnished with a Certificate of Insurance executed by an insurance company authorized to do business in the State of New Jersey and acceptable to the County.
12. Please make sure the term of the insurance (effective date to expiration date) coincides with the date of your permit.
13. The County shall be furnished with "Host Liquor" Liability Insurance for any Large Group/Special Event when serving alcoholic beverages during an event. In addition, the county shall be furnished with a copy of the permit holder's ABC Permit from the State of NJ, for sale of alcoholic beverages during a Large Group/Special Event.

## **V. SECURITY/TRAFFIC CONTROL**

Additional fees may be required for security/traffic control, maintenance and/or labor. Please read the following fees and requirements for security and traffic control.

County of Passaic  
Park Permit Information

1. Security is covered by the Passaic County Sheriff's Department. Fees are implemented to cover costs for staff time and are subject to change. Applicants will be contacted directly by the Passaic County Sheriff's Department.
  - a. For-profit events: \$85.00 per Officer/per hour, with vehicle. \$70 per Officer/per hour without a vehicle.
  - b. Non-Profit events: \$66.00 per Officer/per hour, with vehicle. \$51 per Officer/per hour without a vehicle.
2. The following criteria is used to determine the security/traffic control requirements:
  - a. Parties/events under 100 participants do not require security.
  - b. Parties/events over 100 participants and up to 200 participants require an evaluation of the event and a security/traffic plan. Based upon the information provided, an officer may be requested.
  - c. Parties/events over 200 participants and up to 300 participants require a minimum of one (1) officer for security and traffic control. Based upon the information provided, additional officer/s may be required.
  - d. Parties/events over 300 participants and up to 400 participants require a minimum of two (2) officers to provide security and traffic control. Based on the information provided, additional officer/s may be required.
  - e. Parties/events over 450 participants will be evaluated by the Passaic County Sheriff's department. After evaluation, they will provide recommendations on what staffing is required for security and traffic control Please note that the minimum number will be no less than three (3) officers.

## **VI. ROLE OF THE VISITORS SERVICE RANGER**

Visitors Service Rangers will be available to answer any questions a permit holder may have on the day of an event. A ranger will make sure the permitted area is reserved and will be there as a greeter, at the beginning of the event. They will make sure all proper documentation is presented and will review any pertinent rules/regulations that may apply for the event. They will also provide the permit holder with a survey, in which we kindly ask to be completed and returned to the ranger at the end of the event.

Visitor Service Rangers will make every effort to check in during-the-course of the event and again at the end of the event, at which point they will inspect the area for damage/garbage and close out the permit. Security deposits will be processed and issued after a signed permit from the ranger is received.

## **VII. FEES & SECURITY DEPOSIT**

All park permits have associated fees and vary by location, number of participants, and type of event. Fees are also subject to change each year.

1. The County has adopted the following fee types:
  - a. **In-County Rates:** To qualify for in-county rates, the applicant must show a Passaic County address. Submitted cashier's checks/money orders, business checks or organizational checks, must be imprinted with a Passaic County address. The accompanying Insurance Certificate must specify the same in-county address, if applicable. For proof of the applicant's residency, a valid driver's license or current utility bill will be accepted.
  - b. **Non-County Rates:** Out-of-County residents, please refer to the non-county fees associated with some of the park locations under the yearly established *Permit Fee Schedule* on page 13.
  - c. **Non-profit Rates:** Non-profit organizations, schools, and municipalities, may receive a 30% discount on permit fees. A discount will only be given upon receipt of the organization's 501c3 status. This form must be submitted with the permit application.
2. **Payments & Fees:** Payments must be made in the form of certified funds, such as money orders or cashier's checks. Cash, Credit Cards, or Personal Checks will NOT be accepted. We will only accept bank checks, business/corporation checks, or any school organization's check. All payments should be made out to "Passaic County Parks."
  - a. Separate-checks (business/corporate organization/school) or money orders must be submitted for the associated permit fees and security deposit.
  - b. Payment must be received within two (2) weeks from the date of notice received regarding status of your permit application. If payment is not received in the allotted timeframe, your request will be cancelled.
3. **Security Deposit:** The security deposit is refundable after the picnic/event. If there are more people in a party than allowable by the Permit, or if the site is damaged or



left dirty following the event, the security deposit will not be returned. Checks will be mailed to the address provided in the online application, unless advised otherwise by the applicant. This process may take up to 4-6 weeks.

### **VIII. SPECIAL LARGE GROUP/EVENT REQUESTS**

Special requests can be made for large groups. These requests may be for company picnics, food truck and music festivals, mud-runs/walks, and/or fundraisers. The Passaic County Park Ordinances are very specific regarding the following permit application requests:

- **Large Group/Special Event Fees**

Same fees apply for In-County and Non-County residents for all Large Group/Special Events. Depending on the nature of the event, additional requirements may apply, such as security, maintenance and/or labor fees. These fees will be determined upon review and approval of each individual permit application.

- **Event Parking Fee**

Applicants can secure a parking lot (within capacity guidelines) for events with 200 or more attendees. The fee to secure a parking lot is \$500. Parking lots that can be secured are:

- The Pasquale “Pat” DiIanni Boathouse and Picnic Area in Garret Mountain
  - 50 regular parking spots plus 3 handicap spots
- The Diamond Bridge Picnic Area in Goffle Brook Park
  - 59 regular parking spots plus 3 handicap spots

- **Alcohol Requests**

The sale of alcoholic beverages requires an ABC permit from the State of New Jersey with approval from the County of Passaic, as per Passaic County Park Ordinance Article II, Section 28. An online request for approval must be made at least 45 days in advance of the desired event date. Requests will not be considered for events having less than 500 attendees. Submitting a request does not guarantee approval. Please note: a fee will apply based on the number of attendees.

The serving of alcoholic beverages during large group events requires a Social Affairs Permit (from the State of NJ) with approval from the County of Passaic and “Host Liquor” Liability Insurance, as per Passaic County Park Ordinance Article II, Section 28. An online request for approval must be made at least 45 days in advance of the desired event date. Requests will not be considered for events having less than 200 attendees.

Submitting a request does not guarantee approval. Please note: a fee will apply based on the number of attendees.

- **Additional Hours**

Any event which requires a park to open before sunrise and/or remain open for more than one hour after sundown requires approval from the County of Passaic, as per County of Passaic Park Ordinance Article II, Section 11. Approval must be made at least 45 days in advance of the desired event date. The applicant will be responsible for supplying adequate lighting at the permitted park location site during their event. Submitting a request does not guarantee approval. Please note: a fee will apply based on the number of attendees.

## **IX. SPECIAL ATHLETIC EVENTS PERMITS**

A permit is required for use of any hiking trail or 5K Loop for Walk/Runs, Mud-Runs, Fundraisers, or for any organized group of 10+ attendees. A submission of a Certificate of Insurance will be required. The fee will depend on the number of expected participants during the event. A separate permit will be required when requesting to utilize a picnic or park area during an event, and separate fees will apply. In addition, and as with all requests, the Sheriff Department has established fees for security and traffic control, whenever necessary. (Refer to page 5 for more information on traffic control).

- **Sport Courts and Fields**

- a. **Softball/Baseball Fields or Basketball/Bocce Courts:** Softball/baseball fields are available from March through August only, unless otherwise specified.
- b. **Synthetic Turf Field, Multi-purpose Field or Soccer Field:** Soccer fields are available from September through November only, unless otherwise specified.
- c. **Sport Courts and Fields Permit Requirements and Regulations**
  - i. All organized athletic groups requesting the use of any Passaic County athletic field must acquire a permit.
  - ii. Permits are required for groups of 10+ participants, and rates are for a 3-hour period.
  - iii. Applicants must show proof of residency. Business/organizational checks must have an In-County address imprinted on the check in order to qualify to receive In-County rates. The accompanying

insurance certificate MUST specify the same in-county address, if applicable.

- iv. Any non-profit organization may receive a 30% discount on permit fees only, upon submission of their 501c3.
  - v. When requesting use of multiple fields/courts, obtaining a permit for each field/court is required. Use of any ballfield, soccer field, turf field, multi-use field or basketball court is not included with picnic permits; and use of picnic areas are not included with a ballfield, soccer field, turf field, or basketball court permit. They will need to be requested separately and will require separate fees.
  - vi. No refunds will be given for fields that have not been used, as permitted.
  - vii. Credits will not be honored towards future use of any field that has not been used, as permitted. If a sport event has been cancelled due to inclement weather, the Parks Office should be contacted within 1-2 days following the event, for a possible “make-up” date. Only upon field availability will a “make-up” date be considered and issued. A new permit will be issued for the make-up date, if applicable.
- Scholastic Cross-Country Races/Meets  

The fee for the cross-country meet is \$20 per school / per meet. The Host of the event will be responsible for collecting all fees and submitting one (1) check to the Passaic County Parks Department in accordance with the existing permit acquisition process. Schools participating in event will be required to provide a Certificate of Insurance. This, like the fees should be collected by the Host and submitted to the Passaic County Parks Department as part of the permit process.
  - Scholastic Cross-Country Practice  

If a school wishes to practice at the Garret Mountain Reservation, a permit is required, along with the submission of a Certificate of Insurance to the Passaic County Parks Department. There will be a once per-year permit fee of \$25.00 per school. In addition to the fees, the Sheriff has established fees for security and traffic. (See pg. 5). *Please Note: The White Trail is off limits to Cross-Country. Please stay on the 5-K Loop*

## X. SPECIAL PERMITS

- Unmanned aerial vehicle (drone) policy

The operation of a UAV is prohibited within all lands and waters within the Passaic County Park System unless specifically approved via permit by the Director of the Passaic County Parks and Recreation Department. If required, a permit may also require the approval of the Passaic County Sheriff's Department and other applicable Departments. All requests to launch, land, or operate a UAV on lands or waters within the Passaic County Park System will be evaluated for the appropriateness of the requested activity and whether the use of a UAV will result in unacceptable impacts to park resources and/or visitors.

**Recreational drone flying will not be permitted.** Permits will clearly identify the designated areas where the UAV may be operated within the park system.

UAV's weighing more than .55 pounds must be registered with the FAA. If you are flying a UAV that requires registration you must have the registration label affixed to your drone and you must have your flight I.D. card in your possession while operating the UAV. Request for a UAV permit must be made by completing the online application, which can be found on the Passaic County Parks and Recreation Department web site;  
[https://www.passaiccountynj.org/passaic\\_county\\_park\\_system/permits/index.php](https://www.passaiccountynj.org/passaic_county_park_system/permits/index.php)

The following conditions will apply to all UAV permits:

1. UAV operation will not disturb or harass wildlife.
2. UAV operation will not interfere with official law enforcement, fire, or medical services or other emergency operations.
3. Operators will not fly UAV in reckless manner or outside the designated areas listed on the permit.
4. Operators must avoid flying directly over people, vessels, vehicles, or structures and must avoid endangering the life and property of others.
5. Operator must allow a safe distance between other UAV Operators.
6. UAV must always be within visual sight of the operator.
7. Operator must report all accidents immediately to the Passaic County Parks & Recreation Department.
8. UAV operation will be restricted to within the normal hours of park operation.

- Food Truck Concession

A permit is required to sell foods in designated park areas. An annual food concession permit can be issued for \$500. The Concessionaire will be required to submit a copy of their vending license and a valid health certificate, and also will be asked to sign a Hold Harmless Agreement, as well as a Covid-19 Vendors Agreement. A permit will not be issued without these documents. Permits are valid ONLY in the designated areas; and ONLY within the following county parks as identified on each park map. The map legend refers to these areas with the “FOOD” symbol.

- Garret Mountain Reservation
- Goffle Brook Park
- Rifle Camp Park
- Weasel Brook Park

By signing a permit, the Concessionaire is aware of the designated areas, identified by Passaic County in which, the Concessionaire can conduct business. If the Concessionaire attempts to function outside of the designated areas, the issued permit will be VOID and a refund will not be issued. Passaic County will agree to allow the Concessionaire to operate a mobile concession within the park areas identified and only during park hours. Concessionaires CANNOT conduct business while a park is closed. Passaic County will not designate specific dates or times for any Food Concession permit issued. All issued permits are VOID during any time Passaic County holds an event in the designated parks.

## **XI. ADDITIONAL FEES**

- Labor/Maintenance Fee

A \$60 per hour fee may be required during an event for labor and/or maintenance. This fee will be applied when necessary and will depend on the hours of labor needed by the Passaic County Parks Department. Labor or maintenance may be required for the preparation during any Athletic group event, Fundraiser, Walk/Run/Mud-Run or Large group/Special event. The labor fee for an event will also depend on the specific work necessary to be completed and will be included in the requirements sent to the applicant, upon approval of an event. Examples of manpower needed during an event might include the delivery and placement of dirt for a mud-run as well as clean-up. Labor for delivery, placement and dismantling of banners to be displayed on site for a fundraiser, etc.

- Porta John Rental

A porta john is required for events with 100+ participants. And one (1) additional porta john is required for every 100 additional participants. The fee will be based on the current years' contract with the porta john rental company. Applicant will be notified of the amount (per-unit), upon receipt of other requirements.

Park bathrooms will close in November and re-open in April. During this time, a porta john will be available at the bathroom locations. Porta John rentals will still apply based on events with 100+ participants.

## XII. 2022 PERMIT FEE SCHEDULE

Number of People	In-County Fee		Non-County Fee		Security Deposit
	1-5 hours	5+ hours	1-5 hours	5+ hours	
<b>GENERAL EVENT/PICNIC AREAS WITHOUT A PAVILION ONSITE</b>					
12-49	\$60	\$85	\$85	\$110	\$25
50-99	\$95	\$120	\$120	\$145	\$35
100-149	\$130	\$155	\$155	\$180	\$75
150-199	\$225	\$250	\$250	\$275	\$90
<b>GENERAL EVENT/PICNIC AREAS WITH A PAVILION ONSITE</b>					
12-49	\$110	\$135	\$135	\$160	\$25
50-99	\$145	\$170	\$170	\$195	\$35
100-149	\$180	\$205	\$205	\$230	\$75
150-199	\$275	\$300	\$300	\$325	\$90
<b>LARGE GROUP PAVILION AT CAMP HOPE FACILITY</b>					
12-49	\$110	\$135	\$135	\$160	\$25
50-99	\$145	\$170	\$170	\$195	\$35
100-125	\$180	\$205	\$205	\$230	\$75
<b>LARGE GROUP / SPECIAL EVENT</b>					
Number of People	In-County Fee		Non-County Fee	Security Deposit	
200 – 499	\$550		\$550	\$175	
500 - 999	\$750		\$750	\$250	
1,000 - 2,999	\$2,000		\$2,000	\$450	
3,000 - 4,999	\$3,500		\$3,500	\$550	
5,000 or more	\$5,000		\$5,000	\$650	

<b>ATHLETIC GROUP EVENTS</b>		
<b>Number of People</b>	<b>Fee</b>	
12-49	\$100	
50-99	\$200	
100-499	\$300	
500 – 999	\$750	
1,000-2,999	\$2,000	
3,000 – 4,999	\$3,500	
5,000 or more	\$5,000	
<b>SPORTS COURTS AND FIELDS</b>		
	<b>In-County Per 3-hour Timeslot</b>	<b>Non-County Per 3-hour Timeslot</b>
<b>Softball/Baseball Field &amp; Basketball/Bocce Court Rates</b>	\$40	\$80
<b>Synthetic Turf Field &amp;</b>	\$100	\$250
<b>Multi-purpose/Soccer Field Rates</b>	\$60	\$120

**XIII. 2022 SPECIALTY PERMIT FEE SCHEDULE**

<b>Scholastic Cross-Country Races/Meets</b>	\$20 per school per meet	<i>See page 10</i>
<b>Scholastic Cross-Country Practice</b>	\$25 annual fee per school	<i>See page 10</i>
<b>Unmanned aerial vehicle (drone) Permit</b>	\$200 per day fee	<i>See page 11</i>
<b>Food Truck Concession Permit</b>	\$500 annual fee	<i>See page 12</i>

**XIV. APPENDIX: PARKS DIRECTORY**

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**CAMP HOPE**

**1792 UNION VALLEY ROAD, WEST MILFORD, NJ 07480**

**Park Hours**

Monday-Friday: 3:00 PM – Dusk

Saturday-Sunday: Dawn – Dusk

**Amenities**

- Basketball Court
- Baseball/Softball Field *available year-round*
- Bocce Ball Court
- Cabins for Camping *four total, 22 max capacity each*
- Dining Hall
- Multi-Purpose Field *available year-round*
- Outdoor Fitness Center
- Pavilion
- Pool/Spray Park
- Walking Trails

**Available Areas**

1. Pavilion
2. Center Field
3. Basketball Court
4. Bocce Court
5. Softball/Baseball Field
6. Stephen Tilton Dining Hall
7. Pool/Spray Park

**1. LARGE GROUP PAVILION:** A covered pavilion approximately 3,700 square feet. Amenities include picnic tables, parking, and porta johns on site. Suggested capacity 20-125 persons.

**2. CENTER FIELD:** Approx. 9,000 square feet. Open field located in the center of the property, available for your small event. Available for concerts, fairs, festivals, and flea markets. Amenities include parking and porta johns nearby. For pricing, please refer to page 13.

**3. BASKETBALL COURT:** Approx. 8,000 square feet. Amenities include a full-size basketball court with adjustable rims, parking, and porta johns nearby. Suggested capacity 25-150 persons. For pricing, please refer to page 13.

**4. BOCCE COURT**

**5. SOFTBALL/BASEBALL FIELD**

**6. STEPHEN TILTON DINING HALL:** Enclosed building approximately 2,700 square feet. Does NOT include use of the kitchen facilities. Amenities include 16 six-foot tables, 148 chairs, and restrooms on site. Maximum capacity 210 persons. For pricing, please refer to below chart.

*Please note: Requests for the Dining Hall require a park official be present for the duration of the event. An extra charge of \$30 per hour will apply. This fee will automatically be included in the requirements.*



County of Passaic  
Park Permit Information

	<b>In-County</b>	<b>Non-County</b>	<b>Security Deposit</b>
<b>2 hours (minimum)</b>	\$200	\$400	\$75
<b>Each additional hour</b>	\$100	\$200	

**7. CABINS AND CAMPING AREA:** An interesting place for overnight camping with so much to explore in one park. Approximately 236,000 square feet. Amenities include four enclosed cabins, ample parking, permanent restrooms, and showers on site. Suggested capacity 22 persons per cabin. For pricing, please refer to below chart.

<b>Rates per Night</b>			
	<i>Check-in: 4 PM</i>	<i>Check-out: 9 AM</i>	
<b>Number of People</b>	<b>In-County</b>	<b>Non-County</b>	<b>Security Deposit</b>
1-22	\$85	\$170	\$100
23+	\$170	\$350	\$100

**A. Camp Hope Cabin Rental Rules and Regulations**

*Please read all rules and regulations. All patrons are responsible for abiding by the rules and regulations set forth by the County of Passaic.*

1. Cabin rentals are available from May 1 through September 30.
2. You must be at least 21 years of age to reserve a campsite.
3. Check-in is required at the Camp Hope Office upon arrival for all overnight guests. Check-in is 4 PM. Please provide valid registration and insurance for ALL vehicles remaining on the premises overnight.
4. Non-licensed motor vehicles are not allowed to be operated on the campgrounds.
5. Check-out is 9 AM. If additional time is required, please contact park official.
6. Camping can only take place in the assigned cabin location. If a different location is desired, please contact park official.
7. Linens and toiletries are not provided.
8. Do not move or remove any furniture from the cabin.
9. Quiet time is 11 PM-8 AM.
10. Generators are not permitted from 11 PM-8 AM.
11. Pets are not allowed in any of the campground buildings. Violators will be immediately evicted without a refund.

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12. Adults must accompany and supervise young children while on the campgrounds.
13. Campfires are allowed but must be kept at a reasonable size inside the firepit and extinguished before retiring at night or if leaving the campgrounds. The firepit cannot be moved.
14. No chopping, sawing, or collecting of down trees for firewood is permitted.
15. No firewood is to be brought into the campgrounds. Firewood can be purchased for \$10 for 2 cubic feet with a permit request.
16. Campsite must be kept clean and tidy at all times. All garbage must be disposed of in proper receptacles located within the campground. If the site is left unkempt, deposit will be forfeited.
17. No permanent ropes, cables, nails, or screws are to be hung from the trees. If violated, you will be immediately evicted with no refund.
18. Campers with unregistered visitors at their site will be subject to removal from the campground with no refund.
19. Security deposit for cancellations will be honored ONLY upon receipt of written notice two (2) weeks prior to cabin rental date.
20. Black bears are highly present in West Milford. Keep food in closed containers and dispose of garbage in proper receptacles. Please read the bear safety signs posted on the campgrounds.

**8. POOL AND SPRAY PARK:** Pool approximately 2,400 square feet. Spray Park approximately 2,200 square feet with six attractions. Pavilion approximately 800 square feet with four handicap accessible bathrooms and outside shower. Pool approximately 2,400 square feet. Maximum capacity 150 persons. For pricing, please refer to below chart.

**Public Open Hours:**

Opening Day: The last Saturday in May. (May 28, 2022)

Closing Day: The first Sunday in September. (September 4, 2022)

Saturday & Sunday: 10 AM – 4 PM

Please be advised the Pool & Spray Park area will close when it reaches max capacity.

<b>DAY PASS FEES</b>		
<b>Age</b>	<b>In-County</b>	<b>Non-County</b>
Child (5-17)	\$10	\$30
Adult (18-61)	\$15	\$40
Senior (62+)	\$10	\$30
Infant/Toddler (under 4)	\$0	\$5

**A. Pool/Spray Park Rules and Regulations**

*Please read all rules and regulations. All patrons are responsible for abiding by the rules and regulations set forth by the County of Passaic.*

1. All persons entering the Pool/Spray Park must have a valid day pass, whether or not they are swimming. Proof of residency must be shown prior to purchasing a day pass.
2. Children under the age of 17 must be accompanied by an adult in the Pool/Spray Park Area.
3. There will be no refunds of admission due to inclement weather or early closure.
4. Food is strictly prohibited in Pool/Spray Park Area due to food allergies and pool cleanliness.
5. All bags are subject to inspection by pool staff. No glass containers. No alcoholic beverages permitted.
6. Arrangements must be made in advance to purchase day passes for organized group admission.
7. When the capacity of the Pool/Spray Park Area is reached or when otherwise deemed necessary for the welfare or safety of patrons, the County of Passaic reserves the right to refuse further admissions. Due to a regional shortage of lifeguards, the capacity of Pool/Spray Park may be limited at times for your safety. Temporary closure of pool or spray park may also occur.
8. All pool/spray park patrons must adhere to lifeguard and park official requests or may be removed from the pool/spray park area.
9. NJ State Bathing Codes and NJ Youth Camp Standards must be followed during all hours of operation.

*The following rules and regulations are posted in the Pool/Spray Park Area and have been established for the benefit of all visitors to assure the safe operation of the Pool/Spray Park, and to provide enjoyable recreation to all. Patrons are requested to cooperate in observing these rules and to obey the instructions of the staff.*

**B. PATRONS VIOLATING SWIMMING RULES ARE SUBJECT TO HAVING THEIR MEMBERSHIP OR DAY/GUEST PASS REVOKED.**

1. The following items are not permitted in the Pool/Spray Park Area:
  - a. Toys;
  - b. Fins;
  - c. Inflatable Devices;
  - d. Beach Balls;
  - e. Noodles;

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- f. Glass containers;
  - g. Grills; and
  - h. Pop up tents or canopies.
2. Hats, head or hair coverings, except approved rubber bathing caps, are not permitted in the pool. Religious headwear is acceptable.
3. The County of Passaic is not responsible for lost, stolen or damaged personal items.
4. The use of photographic equipment is prohibited without prior approval of the subject or guardian.
5. Conduct affecting the safety and comfort of others is NOT permitted. This includes, but is not limited to:
  - a. Throwing debris;
  - b. Running, pushing or rough play;
  - c. Dunking, splashing, or spitting/spouting of water;
  - d. Hanging on pool dividers or ladders;
  - e. Profanity or abusive language;
  - f. Urinating or defecating in the pool; and
  - g. Diving or jumping into the pool.
6. Admission is on a first come, first serve basis.
7. Due to a regional shortage of lifeguards, the capacity of this pool may be limited at times for your safety. Temporary closure of pool or spray park may also occur.

***If any of the rules listed here or posted in the Pool/Spray Park Area are not abided by, you will be asked to leave without refund.***

**C. New Jersey State Bathing Code Rules and Regulations**

- 1) Any person showing evidence of any communicable skin disease, sore or inflamed eyes, cold, nasal or ear discharges, or any other communicable disease shall be refused admission.
- 2) Persons with excessive sunburn, open blisters, cuts, or bandages shall be refused admission.
- 3) Person suspected of being under the influence of drugs or alcohol shall be refused admission.
- 4) Do not enter the water if you are experiencing or recovering from diarrhea or have any signs or symptoms of a gastrointestinal (stomach) disease in the past seven days.
- 5) All children in diapers or disposable swim diapers and adults who are incontinent must wear plastic/rubber pants with snug fit around waist and leg. Do not wash soiled diapers in the pool.

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- 6) Children should be encouraged to use the restroom before entering the water.
- 7) Immediately report any accidents you observe in or out of the pool to a staff member.
- 8) No animals, except for service animals, shall be allowed in pool area.
- 9) All persons shall shower before entering the pool.
- 10) Swimming is strictly prohibited during electrical storms.
- 11) Health Department Standards: incidents involving fecal matter or vomit requires a period of pool closure.
- 12) Proper bathing attire is required at all times.

NOTE: ONLY certified US Coast Guard Approved Flotation Devices are allowed in the swimming pool.

**DUNDEE ISLAND PARK**

**VETERANS COURT, PASSAIC, NJ 07055**

**Park Hours**

Dawn – Dusk

**Amenities**

- Amphitheater
- Boat Ramp
- Community Garden
- Multipurpose Field
- Field House/Refreshment Stand
- Fitness Equipment
- Playground
- Riverwalk
- Spray Park
- Walking Paths

**Available Areas**

1. Amphitheater
2. Fitness Center
3. Picnic Area
4. Soccer Field

**1. AMPHITHEATER:** 7,500 square foot amphitheater with permanent granite benches placed throughout. Theater, musical setting, entertainment events in the great outdoors. Access to nearby restrooms. Suggested capacity 96 persons.

**2. FITNESS CENTER:** 3,750 square foot exercise area with various pieces of stationary equipment, allowing for a variety of 20 different exercises.

**3. PICNIC AREA:** 3,800 square foot picnic area with nine (9) tables. Suggested capacity 72 persons.

**4. SOCCER FIELD:** Available March through December only.

**GARRET MOUNTAIN RESERVATION**  
**8 MOUNTAIN AVE, WOODLAND PARK, NJ 07424**

**Park Hours**  
Dawn – Dusk

**Amenities**

- Basketball Court
- Boathouse
- Cross-Country Course
- 5K Loop
- Hiking/Walking Trails
- Lambert Tower
- Pavilion
- Seasonal Restroom Facility
- Various Picnic Areas

**Available Areas**

1. Upper Tower Picnic Area
2. Lower Tower Picnic Area
3. Great Meadow Upper Picnic Area
4. Great Meadow
5. Overlook Picnic Area
6. Crow’s Nest Upper Picnic Area
7. Crow’s Nest Pavilion
8. Basketball Court Picnic Area
9. Great Meadow Lower Picnic Area
10. Rocky Hollow Picnic Area
11. Upper Boathouse Picnic Area
12. Pasquale “Pat” DiIanni Boathouse & Picnic Area
13. Cross-Country Course
14. 5K Paved Loop

**1. UPPER TOWER PICNIC AREA:** Approximately 7,000 square foot wooded picnic area. Amenities include picnic tables, grills, and access to restrooms. Suggested capacity 20-30 persons.

**2. LOWER TOWER PICNIC AREA AND PAVILION:** 11,000 square foot picnic area with a limited parking area. Enjoy the peacefulness of the inner areas of the park with easy access to most attractions. Amenities include picnic tables, grills, and permanent restrooms. Suggested capacity 50 – 125 persons. A 44’ x 32’ covered pavilion is available at this location.

**3. GREAT MEADOW UPPER PICNIC AREA AND PAVILION:** 8,000 square foot picnic area near the big meadow. Plenty of open space for your enjoyment. Amenities include picnic tables, grills, and ample parking. Permanent restroom facility nearby. Suggested capacity up to 50 persons. A 44’ x 32’ covered pavilion is available at this location for an additional fee.

**4. GREAT MEADOW:** 300,000 square foot open field available for your big event. Available for concerts, fairs, festivals, flea markets, fireworks, etc. Amenities include ample parking, permanent restrooms facility nearby and porta johns on site. A 44’ x 32’ covered pavilion is available at this location for an additional fee.

**5. OVERLOOK PICNIC AREA AND PAVILION:** 6,5000 square foot open area for picnicking with breathtaking views overlooking the Paterson and New York skyline. Amenities include picnic tables, grills, and parking adjacent to area. Permanent restrooms facility nearby. Suggested capacity 25-75 persons. A 44' x 32' covered pavilion is available at this location for an additional fee.

**6. CROW'S NEST UPPER PICNIC AREA:** 3,000 square foot picnic area in the Crow's Nest section of the Garret Mountain Reservation. Continue up hill to the open, private picnic area. Amenities include picnic tables, grills, ample parking, and permanent restrooms nearby. Suggested capacity 25 persons.

**7. CROW'S NEST LOWER PICNIC PAVILION:** Approximately 900 square foot park area adjacent to the Overlook and the open field at the Great Meadow. Bring your own tables and seating. Suggested capacity 20-30 persons. A 44' x 32' covered pavilion is available at this location.

**8. BASKETBALL COURT PICNIC AREA:** Approximately 10,000 square foot picnic area. Amenities include full-size basketball court, ample parking adjacent to picnic area, picnic tables, grills, and permanent restrooms nearby. Suggested capacity 25-50 persons.

**9. GREAT MEADOW LOWER PICNIC AREA:** Amenities include picnic tables and grill, setting towards the inner lower meadow. Restrooms nearby with ample parking. Suggested capacity 25-30 persons.

**10. ROCKY HOLLOW PICNIC AREA AND PAVILION:** Enjoy the private feel this wooded area will provide, right in the middle of the Garret Mountain Reservation. Amenities include picnic tables, grills, and permanent restrooms. There is plenty of parking adjacent to the entrance of the area. Suggested capacity 50-150 persons. A 44' x 32' covered pavilion is available at this location for an additional fee.

**11. UPPER BOATHOUSE PICNIC AREA:** 15,000 square foot picnic area in a relaxing, shaded area close to the trails and the pond. Amenities include picnic tables, grills, and permanent restrooms nearby. Parking adjacent to area. Suggested capacity 25-75 persons.

**12. PASQUALE "PAT" DI IANNI BOATHOUSE & PICNIC AREA:** Approximately 31,000 square feet of picnic area. A prettier scene would be hard to find anywhere in the Tri-State area. Amenities include sheltered patio, three- room boathouse, a deck overlooking the picnic grounds and pond, picnic tables, and park benches. This area is great for weddings, engagement parties, gender reveal parties, and more. Permanent restrooms onsite. Ample parking adjacent to area. Suggested capacity 50-200 persons.

**13. CROSS-COUNTRY COURSE:** Running paths.

**14. 5K PAVED LOOP:** 3 miles of a paved loop with walking lanes, which continue around the entire park.

## GOFFLE BROOK PARK

675 GOFFLE ROAD, HAWTHORNE, NJ 07506

### Park Hours

Dawn – Dusk

### Amenities

- Basketball Court
- Baseball/Softball Fields (3) *available March-August*
- Dog Park
- Multi-use Synthetic Turf Field *available year-round*
- Multi-purpose Grass Fields  
*Soccer Fields available September-November*
- Outdoor Fitness Course
- Passaic County Arts Center at the John W. Rea House
- Soccer Field
- Seasonal Restroom Facility
- Various Picnic Areas
- Walking Paths

### Available Areas

1. Lafayette Picnic Area
2. Diamond Bridge Picnic Area
3. Dog Run Picnic Area
4. Duck Pond Picnic Area
5. Rea House Picnic Area
6. Multi-use Athletic Field #1
7. Multi-use Athletic Field #2
8. Rea House Athletic Ball Field/Soccer Field
9. Multi-use Athletic Synthetic Turf Field

**1. LAFAYETTE PICNIC AREA** (formerly Special Needs Picnic Area): Approximately 5,000 square foot picnic area. Great location to enjoy a picnic within walking distance to a variety of park attractions. Amenities include handicap accessible playground apparatus, picnic tables, and grills. Parking and porta johns on site. Suggested capacity 25-100 persons.

**2. DIAMOND BRIDGE PICNIC AREA:** 23,000 square foot picnic area. Bring a larger group and enjoy a full day of recreational and picnicking activities. Amenities include picnic tables, grills, baseball/softball/soccer fields, and basketball court. Street and on-site parking available. Permanent restrooms. Suggested capacity 50-200 persons.

**3. DOG-RUN PICNIC AREA:** Approximately 2,500 square foot picnic area adjacent to the dog run. Enjoy a picnic and bring your dog along. Amenities include picnic tables, grills, benches, running water, and a dog run. Parking lot and permanent restrooms on site. Suggested capacity 25-75 persons.

**4. DUCK POND PICNIC AREA:** Approximately 7700 square foot picnic area along the banks of the pond in Goffle Brook Park. Amenities include picnic tables, park benches, grills, and porta johns. On-site parking is available. Suggested capacity 25-75 persons.



**5. REA HOUSE PICNIC AREA:** Approximately 5,600 square foot picnic area. Amenities include playground apparatus in a shaded setting with picnic tables and porta johns on site. Adequate parking adjacent to the playground area. Suggested capacity 25-75 persons.

**6. MULTI-USE ATHLETIC FIELD #1** (near Diamond Bridge Ave):  
Baseball/softball field; available from March through August only.  
Soccer field; available from September through November only.

**7. MULTI-USE ATHLETIC FIELD #2** (near the Dog Run):  
Baseball/softball field; available from March through August only.  
Soccer field; available from September through November only.

**8. REA AVE ATHLETIC BALL FIELD/ SOCCER FIELD**  
*As of June 1, 2021, this field will be closed for renovations.*

**9. ATHLETIC SYNTHETIC TURF/MULTI-USE FIELD** (near Lafayette Ave)  
Available year-round.

### **HIGHLANDS PRESERVE**

**22 WARWICK TURNPIKE, WEST MILFORD (HEWITT), NJ 07421**

#### **Park Hours**

Dawn – Dusk

#### **Amenities**

- Softball Fields (3) *available year-round*
- Hiking Trails
- Pavilion
- Playground

#### **Available Areas**

1. Athletic Field #1
  2. Athletic Field #2
  3. Athletic Field #3
  4. Pavilion
- 
1. **ATHLETIC FIELD #1** (Front field-nearest to the parking lot) Youth and Adult Softball
  2. **ATHLETIC FIELD #2** (Middle field) Little League
  3. **ATHLETIC FIELD #3** (Back field) Youth Softball
  4. **PAVILION:** A 44' x 32' covered pavilion is available at this location for a fee. Suggested capacity: 25 persons.

**RIFLE CAMP PARK**

**387 RIFLE CAMP ROAD, WOODLAND PARK, NJ 07424**

**Park Hours**  
Dawn – Dusk

**Amenities**

- Amphitheater with stage
- Dog Park
- Fitness Stations
- Hiking Trails
- Lean-To Camping Area
- Pavilion
- Playgrounds
- Picnic Areas
- Permanent Restrooms
- Seasonal Restrooms
- Sledding Hill *Winter 2022*
- Walking Paths

**1. AMPHITHEATER:** Theater, musical setting, entertainment events in the great outdoors. Amenities include permanent performing stage with lawn seating. Feel free to bring your own chair or blanket. Access to nearby restrooms. Suggested capacity 25-300 persons.

**2.SENIOR PICNIC AREA:** 6,000 square foot picnic area in the tall timbers of this natural park area. Amenities include picnic tables, grills, hiking trails, ample parking, and access to restrooms. Suggested capacity 25-100 persons.

**3. CARNIE BRAGG PICNIC AREA:** 8,000 square foot fully shaded picnic area. Amenities include picnic tables, grills, benches, ample parking adjacent to area, and permanent restrooms. Suggested capacity 50-175 persons.

**4. LEAN-TO CAMPING AREA:** An interesting place for overnight camping with so much to explore in one park. 14,000 sq. ft. Amenities: Lean-to platform sheds, grills, firepit, ample parking adjacent to area with permanent restrooms onsite. Suggested capacity: 25-75 persons. Rates are Per day/1 night (24-hr. period).

No. of People	In-County/Out-of-County	Security Deposit
1-25	\$85	\$25
26-50	\$175	\$75
51-75	\$250	\$90
76+	\$500	\$100

Camping events with groups of 76+ require special preparations and maintenance, and therefore have a higher rate.

**FIREWOOD:** Firewood is not to be brought to the campgrounds. Firewood can be purchased with a permit request at the rate of \$10 for each 2 cubic ft. The amount of firewood being requested must be included in the comments section of the online application request form.

**5. PAVILION:** A 40' x 84' covered pavilion is available at this location for a fee.

**WEASEL BROOK PARK**  
**794 PARK DRIVE, CLIFTON, NJ 07013**

**Park Hours**

Dawn – Dusk

**Amenities**

- Basketball Courts (2)
- Community Garden
- Fitness Stations
- Multi-use Open Field
- Playground
- Seasonal Restroom Facility
- Spray Park
- Vanderhoef -Westervelt House
- Walking Paths

**Available Areas**

1. Central Picnic Area
2. Lower Picnic Area
3. Meadow/Multi-use Field
4. Basketball Court #1
5. Basketball Court #2

**1. CENTRAL PICNIC AREA:** Amenities include picnic tables, park benches, grills, street parking and permanent restrooms nearby. Suggested capacity up to 50 persons.

**2. LOWER PICNIC AREA:** Amenities include picnic tables, park benches, grills, street parking and permanent restrooms nearby. Suggested capacity up to 50 persons.

**3. MEADOW/MULTI-PURPOSE FIELD:** 70,000 square foot open field. Available for sporting events, flea markets, festivals, etc.

**4. BASKETBALL COURT #1** – Official size court.

**5. BASKETBALL COURT #2** – Official size court.

### **HISTORIC SITE PERMITS & FEES**

The Department of Cultural & Historic Affairs oversees various historic sites within Passaic County Parks, including Dey Mansion/Washington's Headquarters (Wayne), Westervelt-Vanderhoef House (Clifton), John W. Rea House (Hawthorne), Lambert Castle (Clifton) and the Lambert Tower (Woodland Park). As such, all these historic sites are available for rentals by obtaining a permit from the Department.

A permit is required for the following activities:

- Group Tours for parties of 10 or more
- Meeting/Program Space
- Event Space
- Weddings
- Photography
- Filming

Permit applications, as well as our hold harmless agreements, need to be filled out, signed, and returned with the payment. These documents need to be mailed to us with original signatures; digital/scanned copies are not accepted. Permit requests can be sent to [historicsitepermits@passaiccountynj.org](mailto:historicsitepermits@passaiccountynj.org) or by calling the Department of Cultural & Historic Affairs at 973-706-6640.

**Film Permits - Commercial Filming/Photography:** For filming and/or photography within any Passaic County Park Locations, a permit is required. For permit information, please contact the Department of Cultural & Historic Affairs at 973-706-6640 or via email to [filmpermits@passaiccountynj.org](mailto:filmpermits@passaiccountynj.org).