



Park Permit Information Packet 2026

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TABLE OF CONTENTS

I.	PERMIT REQUIREMENTS.....	4
II.	PERMIT SUBMISSION & REVIEW PROCESS.....	4
III.	GENERAL PERMIT GUIDELINES.....	5
IV.	INSURANCE REQUIREMENTS.....	8
V.	SECURITY/TRAFFIC CONTROL.....	9
VI.	ROLE OF THE PARK RANGER.....	10
VII.	FEES & SECURITY DEPOSIT.....	10
VIII.	SPECIAL LARGE GROUP/EVENT REQUESTS.....	11
	a. Large Group/Special Event Fees.....	12
	b. Event Parking Fee.....	12
	c. Alcohol Requests.....	12
	d. Additional Hours.....	13
IX.	SPECIAL ATHLETIC EVENTS PERMITS.....	13
	a. Sport Courts and Fields.....	15
	b. Scholastic Cross-Country Races/Meets.....	16
	c. Scholastic Cross-Country Practice.....	17
X.	SPECIAL PERMITS.....	17
	a. Unmanned aerial vehicle (drone) policy.....	17
	b. Food Truck Concession.....	18
XI.	ADDITIONAL FEES.....	19
	a. Labor/Maintenance Fee.....	19
	b. Porta John Rental.....	19
XII.	2026 PERMIT FEE SCHEDULE.....	21
XIII.	APPENDIX: PARKS DIRECTORY.....	23
	a. CAMP HOPE.....	24
	b. DUNDEE ISLAND PARK.....	30
	c. GARRET MOUNTAIN RESERVATION-.....	32
	d. GOFFLE BROOK PARK.....	35
	e. HIGHLANDS PRESERVE.....	37
	f. RIFLE CAMP PARK.....	38
	g. WEASEL BROOK PARK.....	40
	h. HISTORIC SITE PERMITS & FEES.....	41

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:
 - i. Picnics with 10 or more individuals (adult and/or children),
 - ii. Events/Fundraisers with 10 or more individuals (adult and/or children);
and
 - iii. Athletic group events and/or practices of 10+ individuals.
 - iv. An organized athletic group is defined as a team or organization, typically consisting of a coach or leader, with a scheduled roster of participants engaging in structured practices, trainings, games, or tournaments. These groups may include, but are not limited to, leagues, clubs, schools, or any entity that operates with formal membership, set schedules, and designated leadership.
 - v. A group that wishes to rent an athletic field refers to a casual, informal gathering of family members or friends for recreational purposes. This group does not have a formal structure, organized team, or scheduled competitive activities, and their use of the field is for personal enjoyment rather than organized play. Insurance and hold harmless agreements are not needed for these groups.
 - vi. A permit is required for all coaches and trainers engaging in for-profit activities at Passaic County Parks with 10 or more participants. A hold harmless agreement would also be needed for these coaches and trainers.
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:
 - i. Non-athletic permit applications for 2025 will end on December 14, 2025 with applications for 2026 to begin on December 15, 2025.
 - ii. Permits are not seasonal; they are required year-round.
 - iii. Applications are processed in the order they are received.
 - iv. Applications are submitted electronically only.

County of Passaic
Park Permit Information

- v. Applicants will be notified by email, of all permit fees and form requirements.
 - vi. Applications may take up to three (3) weeks to process; and
 - vii. Applications must be received at least four (4) weeks prior to the desired event date.
 - viii. Non-athletic permit applications for 2025 will end on December 13, 2025 with applications for 2026 to begin on December 14, 2025.
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 Park 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 this includes: decorations, tape, string, ribbons, thumbtacks, balloons, and any other materials hung or used for decorations. A security deposit WILL NOT be refunded if garbage or decorations are left behind.
3. Use of glitter, confetti, or tinsel is prohibited.
4. Portable lighting structures are prohibited from use in Passaic County Parks without prior written permission from Director of Parks & Recreation.
5. Picnic pavilions come equipped with 10 picnic tables. Movement or removal of tables is at the risk of the permit holder. Passaic County will not be held liable for any damage or injury incurred from movement of picnic tables. Any tables moved/removed from picnic pavilion must be returned to under picnic pavilion

County of Passaic
Park Permit Information

6. Bouncy houses and all other inflatable rides or games are prohibited in any Passaic County Park without prior written permission from the Director of Parks & Recreation.
7. 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.
8. 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 permittee may only purchase firewood for use from Passaic County Parks & Recreation.
9. Use of any field (ball, soccer, turf, basketball, pickleball 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. Groups who violate this may be assessed additional fees.
10. Use of any picnic area is not included with field, (ball, soccer, turf, basketball, pickleball or bocce court) permits. Picnic permits will need to be requested separately and will require a separate fee and permit. Groups who violate this may be assessed additional fees.
11. 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.
12. Permits must be used in a respectful manner with other permit holders.
13. Rain dates are NOT assigned to permitted events. If an event has experienced “inclement weather” and the permit holder wishes to reschedule or request a refund, please contact the Department of Parks & Recreation no later than three (3) days of the event date, advising of alternate dates or the refund. If a new date is available, a new permit will be issued. Rangers will note on the permit of the canceled event the nature of the inclement weather. 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. “Inclement weather” is defined as any naturally occurring event that reasonably prevents you from hosting your event. Includes: rain, snow, excessive heat, excessive wind.
14. Except for “inclement weather,” and emergency park closures, refunds for an event cancellation are granted only upon receipt of a written notice received by the Department of Parks & Recreation at least two (2) weeks prior to the event date.
15. Athletic Field/Field request(s) confirmed and assigned by the Department of Parks & Recreation will not be refunded or credited towards future field use.
16. County parks are open daily from sunrise until sunset.
17. Pets are allowed in county parks. All pets must be leashed at all times, unless utilizing one of our dog-runs/dog parks.
18. The time on the permit includes set-up and clean-up.
19. Permits are non-transferable.

County of Passaic
Park Permit Information

20. Passaic County reserves the right to cancel any event or scheduled field time to preserve county property and fields. If an event has been canceled this way, you will receive a make-up date or a refund for the time missed.
21. Any permit which exceeds the authorized attendee capacity listed on the permit will be assessed additional fees. Passaic County reserves the right to assign additional resources/staffing when a permit exceeds authorized capacity or is reasonably expected to exceed authorized capacity.
22. No permit shall be granted without full payment of permit fees. After receipt of payment, permits cannot be changed or altered in any way.
23. Parking is not guaranteed for any event except when specifically paid for by permit holder. Parking is only permitted in designated parking areas and parking spaces. Roadside parking is strictly prohibited. Violators may be subject to fines or towing.
24. Any organized athletic group event and/or practices of 10+ individuals utilizing athletic fields without a permit will be required to provide valid identification of their group upon the request of park staff. In addition, the designated representative of the group must display a valid government issued photo identification upon the request of park staff. The group will be issued an on-site, one day, permit. Failure on the part of the group to provide this information and allow park staff to record this information for permitting purposes will result in a request for the group to vacate the athletic field. Failure to follow a request by park staff to vacate the athletic field is prohibited and will result in a request to law enforcement to remove the group from the area. Any group previously issued an on-site, one day permit under this provision will be automatically removed from the field/facilities if they fail to obtain a permit on any subsequent attempt. Passaic County reserves the right to deny this group future permits due to repeated violations.
25. An organized athletic group is defined as a team or organization, typically consisting of a coach or leader, with a scheduled roster of participants engaging in structured practices, trainings, games, or tournaments. These groups may include, but are not limited to, leagues, clubs, schools, or any entity that operates with formal membership, set schedules, and designated leadership.
26. A group that wishes to rent an athletic field refers to a casual, informal gathering of family members or friends for recreational purposes. This group does not have a formal structure, organized team, or scheduled competitive activities, and their use of the field is for personal enjoyment rather than organized play. Insurance and hold harmless agreements are not needed for these groups.
27. A permit is required for all coaches and trainers engaging in for-profit activities at Passaic County Parks facilities with 10 or more participants. A hold harmless agreement would also be needed for these coaches and trainers.
28. Any organized summer camp program or group activity involving 10 or more individuals utilizing county park facilities without a permit will be required to provide

valid identification of their organization upon the request of park staff. In addition, the designated representative of the camp must display a valid government-issued photo identification upon the request of park staff. The group may be issued an on-site, one-day permit at the discretion of park staff. Failure by the camp organization to provide this information and allow park staff to record it for permitting purposes will result in a request for the group to vacate the park area. Failure to comply with a request by park staff to vacate the premises is prohibited and will result in notification to law enforcement for removal of the group. Any summer camp previously issued an on-site, one-day permit under this provision will be automatically removed from the facility if they fail to obtain a proper permit on any subsequent visit. Passaic County reserves the right to deny future permits to any camp or organization found to be in repeated violation of this policy.

29. **Lightning Safety Policy:** All park patrons and permit holders are responsible for their own safety during periods of inclement weather, including lightning. In the event of thunder or lightning, all activities must be suspended immediately, and participants should seek shelter in a large, permanent building or fully enclosed metal vehicle. Avoid open areas, tall objects, trees, small rain shelters, metal structures, and bodies of water. Permit holders and participants enter and use park facilities at their own risk during lightning or severe weather events. The County does not provide or guarantee any lightning detection or warning system. It is the responsibility of each permit holder to monitor weather conditions and ensure the timely suspension or cancellation of activities when lightning is present or imminent.
30. Any violations of the above regulations may result in forfeiture of security deposit.

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.

County of Passaic
Park Permit Information

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

1. 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. Parking is not guaranteed for any event except when specifically paid for by permit holder.
2. Security is covered by the Passaic County Sheriff's Department. Fees are implemented to cover costs for staff time and are subject to change.
 - a. **Security Fees:**
 - For-profit events & non-profit events - \$52.00 per officer/per hour + additional fees (some fees are waived for non-profit)
 - Vehicle fee: 20.00 per hour / per vehicle (presence only - does not include traffic duties)
 - Traffic: \$85.00 per officer/per hour + fees
3. If your permit application states that you are anticipating over 100 guests, your application will be sent to the Passaic County Sheriff's department to determine the staffing that may be needed from their department.

County of Passaic
Park Permit Information

- a. The permit staff will forward your request to the Passaic County Sheriff's Department.
- b. The Sheriff's Department will make their recommendation of staffing needs to the permit staff.
- c. The permit staff will inform the permittee of the Sheriff's Department's recommendation.
- d. The permittee is then required to reach out to Extra Duty Solutions to request and pay for the recommended staffing needs.
- e. Upon successful payment, Extra Duty Solutions will confirm to the permit team that payment has been received.
- f. If your event has enough guests to warrant staffing from the Passaic County Sheriff's Office, but you failed to accurately list your guest total on your application you will be assessed a fee for Park Rangers who may need to assist at the event due to the absence of the Passaic County Sheriff's Office. This rate is: \$140.00 per hour, per Ranger.

VI. ROLE OF THE PARK RANGERS

Park 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 check in during the event. They will make sure all proper documentation is presented and will review any pertinent rules/regulations that may apply for the event.

Park 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.

Park Rangers also monitor for compliance with permit guidelines and park regulations. Where applicable, they will provide verbal enforcement of park system policies and regulations. Failure to comply with their direction may result in cancellation of the permit, forfeiture of security deposit and removal of the group from the area.

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

County of Passaic
Park Permit Information

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 22.
 - 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.
 - c. 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, or if the permit holder remains on the premises beyond the specified time listed on their permit or after the park is closed the security deposit will not be returned. This fee is intended to cover the additional costs associated with extended use, including but not limited to, staffing, maintenance, and utilities. 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:

County of Passaic
Park Permit Information

1. **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.
2. **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. Applicants will also be assessed additional fees for the Passaic County Sheriff's Office to secure and staff the parking lot. Please refer to Section V. Security/Traffic Control for a breakdown of the Passaic County Sheriff's Office fee structure.
3. Parking lots that can be secured are:
 - a. The Pasquale "Pat" DiIanni Boathouse and Picnic Area in Garret Mountain
 - 50 regular parking spots plus 3 handicap spots
 - b. The Diamond Bridge Picnic Area in Goffle Brook Park
 - 59 regular parking spots plus 3 handicap spots
 - c. The Warming Shelter Parking Lot in Rifle Camp Park (Saturday & Sunday only)
 - 108 regular parking spots plus 7 handicap spots

4. 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.

5. Additional Hours

Any event which requires a park to open before sunrise and/or after sunset 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 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, pavilion, 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 9 for more information on traffic control).

1. Athletic Field Permits Requests

- a. A TEAM SCHEDULE IS REQUIRED FOR ALL FIELD REQUESTS: With the number of field requests we receive, we ask that you submit a complete team schedule with your application. Your dates and times must be clearly identified (mm/dd and times). Team schedules can be submitted on page 4 of the online application.
- b. Submissions will be taken in the order received based on the priorities as presented below. Please note that any application not accompanied by a complete, detailed, team schedule will not be accepted and the submission date on the application will be revised per receipt of your complete team schedule. No exceptions!
- c. Any organized athletic group event and/or practices of 10+ individuals utilizing athletic fields without a permit will be required to provide valid identification of their group upon the request of park staff. In addition, the designated representative of the group must display a valid government issued photo identification upon the request of park staff. The group will be issued an on-site, one day, permit. Failure on the part of the group to provide this information and allow park staff to record this information for permitting purposes will result in a request for the group to vacate the athletic field. Failure to follow a request by park staff to vacate the athletic

County of Passaic
Park Permit Information

field is prohibited and will result in a request to law enforcement to remove the group from the area. Any group previously issued an on-site, one day permit under this provision will be automatically removed from the field/facilities if they fail to obtain a permit on any subsequent attempt. Passaic County reserves the right to deny this group future permits due to repeated violations.

- An organized athletic group is defined as a team or organization, typically consisting of a coach or leader, with a scheduled roster of participants engaging in structured practices, trainings, games, or tournaments. These groups may include, but are not limited to, leagues, clubs, schools, or any entity that operates with formal membership, set schedules, and designated leadership.
- A group that wishes to rent an athletic field refers to a casual, informal gathering of family members or friends for recreational purposes. This group does not have a formal structure, organized team, or scheduled competitive activities, and their use of the field is for personal enjoyment rather than organized play. Insurance and hold harmless agreements are not needed for these groups.
- A permit is required for all coaches and trainers engaging in for-profit activities at Passaic County Parks facilities with 10 or more participants. A hold harmless agreement would also be needed for these coaches and trainers.

Applications for in-county athletic organizations for the year of 2026 will be accepted in the priority system as follows:

1. Athletic Permit Requests for Events from March Through June 30th submission window:
 - Priority 1 (Passaic County Schools): January 10th – 19th
 - Priority 2 (Passaic County Non-Profits & Municipal Offices): January 20th – 29th
 - Priority 3 (Passaic County For-Profits): January 30th – February 8th
 - Priority 4 (Non-County Groups): After February 9th
2. Athletic Permit Requests for Events from July through November 30th submission window:
 - Priority 1 (Passaic County Schools): May 1st – May 10th

County of Passaic
Park Permit Information

- Priority 2 (Passaic County Non-Profits & Municipal Offices): May 11th – May 20th
 - Priority 3 (Passaic County For-Profits): May 21st – May 30th
 - Priority 4 (Passaic County Non-County Groups): After May 31st
3. Requests submitted prior to the acceptance dates will be rejected and a separate application will need to be submitted during the correct acceptance dates. If you miss your priority window your application will be assessed with the next priority group window.
 4. Once an athletic event permit request has been submitted with an accompanying team schedule, no changes can be made to the request. If a request to the submitted schedule must be changed, the applicant forfeits their priority status and must re-submit an application.
 5. **Sport Courts and Fields**
 - a. Softball/Baseball Fields or Pickleball/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
 - All organized athletic groups requesting the use of any Passaic County athletic field must acquire a permit.
 - An organized athletic group is defined as a team or organization, typically consisting of a coach or leader, with a scheduled roster of participants engaging in structured practices, trainings, games, or tournaments. These groups may include, but are not limited to, leagues, clubs, schools, or any entity that operates with formal membership, set schedules, and designated leadership.
 - A group that wishes to rent an athletic field refers to a casual, informal gathering of family members or friends for recreational purposes. This group does not have a formal structure, organized team, or scheduled competitive activities, and their use of the field is for personal enjoyment rather than organized play. Insurance and hold harmless agreements are not needed for these groups.
 - A permit is required for all coaches and trainers engaging in for-profit activities at Passaic County Parks facilities with 10 or

more participants A hold harmless agreement would also be needed for these coaches and trainers.

- Permits are required for groups of 10+ participants, and rates are for a 2-hour period.
- 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.
- Any non-profit organization may receive a 30% discount on permit fees only, upon submission of their 501c3.
- 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, pickleball, bocce, or basketball court is not included with picnic permits; and use of picnic and pavilion 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.
- No refunds will be given for fields that have not been used, as permitted.
- 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.
- If garbage or trash is left behind by your group you will be imposed a \$150.00 labor fee for clean-up.

6. Scholastic Cross-Country Races/Meets

- a. 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. Passaic County is not responsible for conducting security/traffic measures during race times. Parking is not guaranteed

as part of any cross-country meets. There is parking available – but all parking spots are on a first come, first served basis. Parking for team buses will be at the Rifle Camp Park upper parking lot area. Only the Great Meadow Picnic Pavilion is included with permit for Cross-Country race/meet. Cross Country meets with over 400 participants will be required to obtain an ambulance via Extra Duty Solutions.

- b. Permit applications for Cross-Country Races/Meets & Practices will open January 10, 2026.

7. **Scholastic Cross-Country Practice**

- a. 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.
- b. All event holders wishing to conduct cross-country events are responsible for providing staff at high traffic area crossings to ensure safety for all participants. Passaic County is not responsible for conducting security/traffic measures during practice times. Parking is not guaranteed as part of any cross-country practices. There is parking available – but all parking spots are on a first come, first served basis. Parking for team buses will be at the Rifle Camp Park upper parking lot area.

X. **SPECIAL PERMITS**

1. **Unmanned Aerial Vehicle (drone) policy**

- a. 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 Sherriff’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.

County of Passaic
Park Permit Information

- b. Recreational drone flying will not be permitted. Permits will clearly identify the designated areas where the UAV may be operated within the park system.
- c. 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
- d. 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.
 - 9. Properly licensed and registered drones operated by emergency services personnel, government employees/representatives and/or contractors do not require a park permit.

2. Food Truck Concession

- a. A permit is required to sell foods in designated park areas. One food truck permit is required for each truck. An annual food concession permit can be issued for \$500. The Concessionaire will be required to submit a copy of their vending license, a valid health certificate, any required fire and health licenses for the town in which each food truck is operating in, and also will be asked to sign a Hold Harmless 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 (health and fire permits required from both Paterson and Woodland Park, NJ)
 - Goffle Brook Park (Hawthorne, NJ)
 - Rifle Camp Park (Woodland Park, NJ)
 - Weasel Brook Park (Clifton, NJ)
- b. 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. Food vendor permit must be visibly displayed on the vehicle.

XI. ADDITIONAL FEES

1. Labor/Maintenance Fee

- a. A \$150 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.

2. Porta John Rental

- b. Two (2) porta johns are required for events with 100+ participants only at Garret Mountain Reservation. The Department of Parks and Recreation may at its discretion require the rental of porta johns at

other park locations as a condition of permit issuance, if a determination is made that additional restroom facilities are necessary to accommodate a specific permit request. Two (2) additional porta johns are required for every 100 additional participants.

- c. 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.

d. Porta John Requirement Policy

- Requirement & Proof of Purchase
 - Permit holders are required to provide portable restroom facilities (standard and/or ADA accessible units) as determined by the Passaic County Department of Parks & Recreation.
 - Proof of order and payment (receipt or invoice) from the portajohn vendor must be submitted to the Parks & Recreation Department prior to permit approval.

e. Proof of Delivery & On-Site Verification

- It is the responsibility of the permit holder to ensure that all required portable restrooms are delivered to the permitted site and placed in an appropriate, approved location.
- Proof of drop-off and placement (photo or vendor confirmation) must be provided no later than the date of the event.
- Upon meeting the permit holder on-site, the Park Ranger will confirm that required units are present and accessible. Permit holder will be assessed a penalty for non-compliance.

f. Penalty for Non-Compliance

- If required portable restrooms are not delivered or available on the day of the permitted event, the County will assess a penalty fee of \$330 per standard unit and \$390 per ADA-accessible unit.
- These are penalty fees only — no portable restrooms will be provided by the County under any circumstance.

XII. 2026 PERMIT FEE SCHEDULE

Number of People	In-County Fee		Non-County Fee		Security Deposit
	1-5 hours	5+ hours	1-5 hours	5+ hours	
GENERAL EVENT/PICNIC AREAS <u>WITHOUT</u> A PAVILION ONSITE					
10-49	\$60	\$120	\$85	\$170	\$150
50-99	\$95	\$190	\$120	\$240	\$150
100-149	\$130	\$260	\$155	\$310	\$200
150-199	\$225	\$450	\$250	\$500	\$200
GENERAL EVENT/PICNIC AREAS <u>WITH</u> A PAVILION ONSITE					
10-49	\$110	\$220	\$135	\$270	\$150
50-99	\$145	\$290	\$170	\$340	\$150
100-149	\$180	\$360	\$205	\$410	\$200
150-199	\$275	\$550	\$300	\$600	\$200
LARGE GROUP PAVILION AT CAMP HOPE & RIFLE CAMP PARK					
10-49	\$150	\$300	\$175	\$350	\$150
50-99	\$185	\$370	\$210	\$420	\$150
100-125	\$220	\$440	\$245	\$490	\$200
LARGE GROUP / SPECIAL EVENT					
Number of People	In-County Fee		Non-County Fee	Security Deposit	
200 – 499	\$550		\$750	\$500	
500 - 999	\$750		\$950	\$700	
1,000 - 2,999	\$2,000		\$2,500	\$900	
3,000 - 4,999	\$3,500		\$4,000	\$1,100	
5,000 or more	\$5,000		\$5,500	\$1,300	

ATHLETIC GROUP PERMITS		
Number of People	In-County Fee	Non-County Fee
10-49	\$100	\$125
50-99	\$200	\$250
100-499	\$300	\$375
500-999	\$750	\$950
1,000-2,999	\$2,000	\$2,500

County of Passaic
Park Permit Information

3,000 – 4,999	\$3,500	\$4,000
5,000 or more	\$5,000	\$5,500

SPORT COURTS AND FIELDS		
	In-County Per 2-Hour Timeslot	Non-County Per 2-Hour Timeslot
Softball/Baseball Field & Basketball Court Rates	\$40	\$50
Synthetic Turf Field	\$100	\$125
Multi-Purpose-Soccer Field	\$60	\$75
Pickleball Court (1 Court) Bocce Court (1 Court)	\$20	\$25

SPECIAL PERMIT FEE SCHEDULE		
Scholastic Cross-Country Races/Meets	\$20 per school per meet	See page 16 & 17 for more information
Scholastic Cross-Country Practice	\$25 annual fee per school	See page 16 & 17 for more information
Food Truck Concession Permit	\$500 annual fee	See page 18 for more information

XIII. APPENDIX: PARKS DIRECTORY

1. Camp Hope.....	25
2. Dundee Island Park.....	31
3. Garret Mountain Reservation.....	33
4. Goffle Brook Park.....	36
5. Highlands Preserve.....	38
6. Rifle Camp Park.....	39
7. Weasel Brook Park.....	41
8. Historic & Cultural Site.....	42

CAMP HOPE

1792 UNION VALLEY ROAD, WEST MILFORD, NJ 07480

Park Hours

September - June

Sunrise - Sunset

Permit Hours:

Mon-Fri: 4:00 PM – Sunset

Sat-Sunday: Sunrise - Sunset

Amenities

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

Available Areas

1. Large Group Picnic Pavilion
2. Baseball/Softball Field
3. Basketball Court
4. Bocce Court
5. Stephen Tilton Dining Hall
6. Cabins & Camping Area
7. Pool & Spray Park
8. Pickleball Courts 1 & 2

1. **LARGE GROUP PICNIC PAVILION:** A covered pavilion approximately 3,700 square feet. Amenities include picnic tables, parking, and porta john on site. Electricity available in pavilion – not to exceed 20 amps. Suggested capacity 20-150 persons.
2. **BASEBALL/SOFTBALL 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 john nearby.
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.

County of Passaic
Park Permit Information

4. **BOCCE COURT:** Approx. 1,000 square feet. Amenities include one regulation bocce court with a compacted playing surface, and nearby parking. Porta john accessible on site. Ideal for small gatherings, friendly matches, or casual recreation. Suggested capacity 5–25 persons.
5. **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.
 - a. A park ranger will be there at the beginning of the event to provide access and answer questions. They will return at the conclusion of the event to close the permit and secure the building.

	In-County	Non-County	Security Deposit
Dining Hall (Minimum 2 hours)	\$200	\$400	\$75
Each Additional Hour	\$100	\$200	

6. **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, air conditioning, and hot water showers on site. Suggested maximum capacity 22 persons per cabin. For pricing, please refer to below chart. Cabins 5, 6, 7, and 8 are available to rent. Cabin rental includes use of fire pit in front of Cabin 6. All other Camp Hope locations must be reserved through additional permit applications.

Rates Per Night			
	Check-in: 4 PM	Check-Out: 11 AM	
Number of Guests	In-County	Non-County	Security Deposit
1-22	\$85	\$170	\$100
23+	\$170	\$350	\$100

A. Camp Hope Cabin Rental Rules and Regulations

- a. 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. Cabins come equipped with 12 cots pre-installed (6 per side.)
 3. You must be at least 21 years of age to reserve a campsite.
 4. 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.

County of Passaic
Park Permit Information

5. Non-licensed motor vehicles are not allowed to be operated on the campgrounds.
 6. Check-out is 11 AM. If additional time is required, please contact park official.
 7. Camping can only take place in the assigned cabin location. If a different location is desired, please contact park official.
 8. Linens and toiletries are not provided.
 9. Do not move or remove any furniture from the cabin.
 10. Quiet time is 11 PM-8 AM.
 11. Generators are not permitted from 11 PM-8 AM.
 12. Pets are not allowed in any of the campground buildings. Violators will be immediately evicted without a refund.
 13. Adults must accompany and supervise young children while on the campgrounds.
 14. 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.
 15. Space heaters are prohibited in all cabins.
 16. No chopping, sawing, or collecting of down trees for firewood is permitted.
 17. No firewood is to be brought into the campgrounds. Firewood can be purchased for \$10 for 2 cubic feet with a permit request.
 18. 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.
 19. No permanent ropes, cables, nails, or screws are to be hung from the trees. If violated, you will be immediately evicted with no refund.
 20. Campers with unregistered visitors at their site will be subject to removal from the campground with no refund.
 21. Security deposit for cancellations will be honored ONLY upon receipt of written notice two (2) weeks prior to cabin rental date.
 22. 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.
 23. Alcohol is prohibited for any cabin permits.
7. **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 100 persons. For pricing, please refer to below chart.

a. Public Open Hours:

1. Pool is open from Memorial Day to Labor Day.
2. Day pass registration opens up on the Monday before the upcoming weekend you would like to visit our pool.
3. **Saturday & Sunday:** 10 AM – 3 PM
4. Please be advised the Pool & Spray Park area will close when it reaches max capacity.

b. Pool Rental Fees

1. Permittable Saturday & Sunday only from 4 to 7 PM
2. Limit 50 guests
3. Lifeguards required for all pool rental
 1. 0 – 25 guests: 2 lifeguards, \$250
 2. 26 – 50 guests: 3 lifeguards, \$500
4. Public Pool Day Pass Fees:
 1. In-County: \$5 per person
 2. Out-of-County: \$10 per person
 3. Under 3 years of age: \$0

c. Pool/Spray Park Rules and Regulations

1. Please read all rules and regulations. All patrons are responsible for abiding by the rules and regulations set forth by the County of Passaic.
2. 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.
3. Children under the age of 17 must be accompanied by an adult in the Pool/Spray Park Area.
4. There will be no refunds of admission due to inclement weather or early closure.
5. Food is strictly prohibited in Pool/Spray Park Area due to food allergies and pool cleanliness.
6. All bags are subject to inspection by pool staff. No glass containers. No alcoholic beverages permitted.
7. Arrangements must be made in advance to purchase day passes for organized group admission.
8. 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.

County of Passaic
Park Permit Information

- 9 All pool/spray park patrons must adhere to lifeguard and park official requests or may be removed from the pool/spray park area.
- 10 NJ State Bathing Codes and NJ Youth Camp Standards must be followed during all hours of operation.
8. 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.
9. PATRONS VIOLATING SWIMMING RULES ARE SUBJECT TO HAVING THEIR DAY/GUEST PASS REVOKED.
 - a. The following items are not permitted in the Pool/Spray Park Area:
 1. Toys;
 2. Fins;
 3. Inflatable Devices;
 4. Beach Balls;
 5. Noodles;
 6. Glass containers;
 7. Grills; and
 8. Pop up tents or canopies.
 - b. Hats, head or hair coverings, except approved rubber bathing caps, are not permitted in the pool. Religious headwear is acceptable.
 - c. The County of Passaic is not responsible for lost, stolen or damaged personal items.
 - d. The use of photographic equipment is prohibited without prior approval of the subject or guardian.
 - e. Conduct affecting the safety and comfort of others is NOT permitted. This includes, but is not limited to:
 1. Throwing debris;
 2. Running, pushing or rough play;
 3. Dunking, splashing, or spitting/spouting of water;
 4. Hanging on pool dividers or ladders;
 5. Profanity or abusive language;
 6. Urinating or defecating in the pool; and
 7. Diving or jumping into the pool.
 - f. 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.
10. 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.

11. New Jersey State Bathing Code Rules and Regulations

- a. 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.
- b. Persons with excessive sunburn, open blisters, cuts, or bandages shall be refused admission.
- c. Person suspected of being under the influence of drugs or alcohol shall be refused admission.
- d. 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.
- e. 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.
- f. Children should be encouraged to use the restroom before entering the water.
- g. Immediately report any accidents you observe in or out of the pool to a staff member.
- h. No animals, except for service animals, shall be allowed in pool area.
- i. All persons shall shower before entering the pool.
- j. Swimming is strictly prohibited during electrical storms.
- k. Health Department Standards: incidents involving fecal matter or vomit requires a period of pool closure.
 - l. Proper bathing attire is required at all times.

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

9. **PICKLEBALL COURTS 1 & 2:** Two regulation Pickleball courts. Fenced in. Pickleball court rentals are limited to 1 court per reservation for a 2-hour time window per day. Seating, Portajohns and parking located nearby.

DUNDEE ISLAND PARK
VETERANS COURT, PASSAIC, NJ 07055

Park Hours

Dawn – Dusk

Amenities

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

Available Areas

- | | |
|-------------------|-----------------|
| 1. Amphitheater | 3. Picnic Area |
| 2. Fitness Center | 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 May 1 through October 31 only. Field size: 80' x 40'
- a. Restricting play on this undersized athletic field is necessary to improve the conditions of the grass. Although our parks are here for the public to enjoy, limiting play on this small athletic field is a proactive measure to promote turf health.
 - b. The following reasons are why it is necessary:
 - i. Grass Recovery: restricting play allows the grass to recover, promoting healthier growth.
 - ii. Root Development: Grass requires time to establish its roots.
 - iii. Preventing Wear & Tear: Limiting access helps minimize damage.
 - iv. Maintenance Activities: Such as aeration, over seeding and fertilization.
 - v. Quality Playing Surface: Is essential for the safety and performance of athletes.

County of Passaic
Park Permit Information

- vi. Long-Term Sustainability: Helps in avoiding costly repairs.
- c. In summary, this plan will enhance the durability of the playing surface and ensure a safe and enjoyable experience for athletes.
- d. ACCESS PLAN:
 - i. The field is closed for maintenance every Wednesday.
 - ii. The field will open for public/permitted access May 1st.
 - iii. The field will close for public/permitted access Nov 1st.
 - iv. The field is available by permit Monday, Tuesday, Thursday, Friday, Saturday, and Sunday.
 - v. The field is available to public play only Saturday and Sunday when no permits are in use.
 - vi. The field will be closed for two weeks following Spring Aeration (mid-May)
 - vii. The field is closed for two weeks following Fall aeration (mid-September)
- b. Frost protection – No early morning permits or public access allowed before 10:00 am after October 1st

GARRET MOUNTAIN RESERVATION

8 MOUNTAIN AVE, WOODLAND PARK, NJ 07424

Park Hours

Dawn – Dusk

Amenities

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

Permittable 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
15. Basketball Court

1. **UPPER TOWER PICNIC AREA:** Approximately 7,000 square foot wooded picnic area. Amenities include picnic tables, three 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, two 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, one grill, 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

County of Passaic
Park Permit Information

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 one 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, two 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, three 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

County of Passaic
Park Permit Information

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. Electrical access on site – not to exceed 20 amps. Ample parking adjacent to area. Suggested capacity 50-200 persons.

13. **CROSS-COUNTRY COURSE:** Running paths for cross-country or 5K races.
14. **5K PAVED LOOP:** 3 miles of a paved loop with walking lanes, which continue around the entire park.
15. **BASKETBALL COURT #1** – Official size court

GOFFLE BROOK PARK
675 GOFFLE ROAD, HAWTHORNE, NJ 07506

Park Hours

Dawn – Dusk

Amenities

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

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
10. Basketball Court
11. Rea House Athletic Field Picnic Area

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 two 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, nine 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, one grill, benches, running water, and a dog run. Parking lot and permanent restrooms on site. Suggested capacity 25-75 persons.

County of Passaic
Park Permit Information

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, two 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. Soccer field size options: 100' x 50' OR 80' x 50' (build out line included)
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. Soccer field size options: 110' x 60' OR 80' x 50' (build out line included)
8. **REA AVE ATHLETIC BALL FIELD/ SOCCER FIELD:** Soccer field size: 35' x 50'
Rental of this field includes use of the Rea Ave Athletic Field Picnic Area.
9. **ATHLETIC SYNTHETIC TURF/MULTI-USE FIELD:** (near Lafayette Ave)
Available year-round.
10. **BASKETBALL COURT #1** – Official size court
11. **REA HOUSE ATHLETIC FIELD PICNIC AREA:** Approximately 1,500 square foot picnic area featuring two picnic tables. This location provides a scenic overlook of the left field at the Rea House Athletic Field. It offers a cozy setting ideal for small gatherings. Parking is located nearby. Suggested capacity: 10-16 persons.

HIGHLANDS PRESERVE

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

Park Hours

Dawn – Dusk

Amenities

- Softball Fields (3) available year-round
- Pavilion
- Hiking Trails
- 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) U16-U18 and Adult Softball.

2. **ATHLETIC FIELD #2** (Middle field) U16-U18 and adult softball

3. **ATHLETIC FIELD #3** (Back field) Little League

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
- Playgrounds
- Dog Park
- Picnic Areas
- Fitness Stations
- Permanent Restrooms
- Hiking Trails
- Seasonal Restrooms
- Lean-To Camping Area
- Sledding Hill
- Pavilion
- Walking Paths

Permittable Areas

1. Amphitheater
2. Senior Picnic Area
3. Carnie Bragg Picnic Area
4. Lean-To Camping Area
5. Pavilion

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. Permitted by Department of Cultural and Historic Affairs (973-706-6640.) 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. Four Grills located near picnic area. Suggested capacity 25-100 persons.

3. **CARNIE BRAGG PICNIC AREA:** 8,000 square foot fully shaded picnic area. Amenities include picnic tables, three 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: 25-50 persons. Rates are Per day/1 night (24- hr. period).

County of Passaic
Park Permit Information

Lean-To Camping Area Rates Per Night			
Check-in: 4 PM Check-Out: 11 AM			
Number of Guests	In-County	Non-County	Security Deposit
1-25	\$85	\$170	\$100
26 - 50	\$170	\$350	\$100

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. Electricity available on site – not to exceed 20 amps. Two grills located near pavilion. Suggest capacity: 20 – 150 persons.

WEASEL BROOK PARK

794 PARK DRIVE, CLIFTON, NJ 07013

Park Hours

Dawn – Dusk

Amenities

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

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. Two grills are located near this area. 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), Rifle Camp Park Amphitheatre (Woodland Park), 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 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.