

Passaic County Parks & Recreation: 2026 Permit Information Packet Updates

Page 7: Additional language for emergency one day permits for summer camps:

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.

Page 8: Lightning Safety Policy:

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.

Page 9 & 10: New policy & procedures for acquisition of Extra Duty Solutions sheriff officer event coverage:

1. 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.
 - 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.

Page 16-17 – Ambulances for Cross Country Meets:

Scholastic Cross-Country Races/Meets

- The fee for 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.

Page 18 - 19: Each food truck permit must submit applicable health & fire licenses for the town in which they are attempting to acquiring a food truck park permit.

- 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)

Page 19 - 20: Changed policy and procedure regarding acquisition of Portajohns for large-scale event permits:

1. **Porta John Rental**
 - a. 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.
 - b. 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.

c. 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.

d. 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.

e. 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.