



Field and Court Requests ("E-APPLY")

Parks

E-Apply

Field and Court Permits

New York City's parks host thousands of sporting events every year. In order to use an NYC Parks athletic field or court, organized leagues or special events must request a permit. Apply online now using our Field and Court Requests system.

Requesting a Field or Court


Before you apply, visit our [Requesting a Field or Court Permit](#) page if you have any questions about whether you need a permit and what kind of permit you need. Also, you can find out when the request period opens up for each upcoming athletic field season.

[Learn more about requesting a field or court](#) ▶

Apply Online Now

If you have used our online system before, please log in now using your existing account.

If this is your first time applying for a permit, please [create a new account](#).

If you have already created an account with our special events system, or with certain other [citywide permitting systems](#) , you can sign in with that account.

Email

Password

[Sign in to Apply](#) [Forgot Password?](#)

Don't have an account? [Sign Up](#)

Know when to go: view upcoming athletic area usage (PDF)

Go

Users can access E-Apply by clicking on “Permits” in the NYC Parks website’s main menu, and then clicking on “Field and Court Requests” in the dropdown menu.

The direct link to E-Apply is <http://www.nycgovparks.org/permits/field-and-court/request>



Creating an Account

Apply Online Now

If you have used our online system before, please log in now using your existing account.

If this is your first time applying for a permit, please [create a new account](#).

If you have already created an account with our special events system, or with certain other [eligible services systems](#), you can sign in with that account.

Email

Password

[Sign In to Apply](#) [Forgot Password?](#)

[Don't have an account? Sign Up](#)

Registration for Field and Court Requests

Once you create an account, you will be able to save in-progress requests, to check the status of submitted requests, and to eliminate some data entry when applying for future requests.

If you have already created an account with us for a [Special Event Permit](#) or you've created an account with several other City entities (see the [NYC Event Permits](#) page for a full list), you do not need to create a new account. Please return to the main [Field and Court Request](#) page and log in using your existing account.

All fields are required unless marked [Optional](#).

Account Details

The information that you type here will be the default applicant details when you make a field and court request with this account.

First Name

Middle Initial

Last Name

Country

Street Address

Address Line 2

City

State

Zip Code

Phone Number

Secondary Phone Number

Fax Number

Account Information

Please enter a valid email address. You will use this e-mail address to confirm your account, and also to manage your requests and start new requests.

Email

Password

Confirm Password

Word Verification

When prompted, please enter the two words you see in the graphic below. Doing so will help us prevent people from abusing this service.

Type the two words:

[Submit](#)

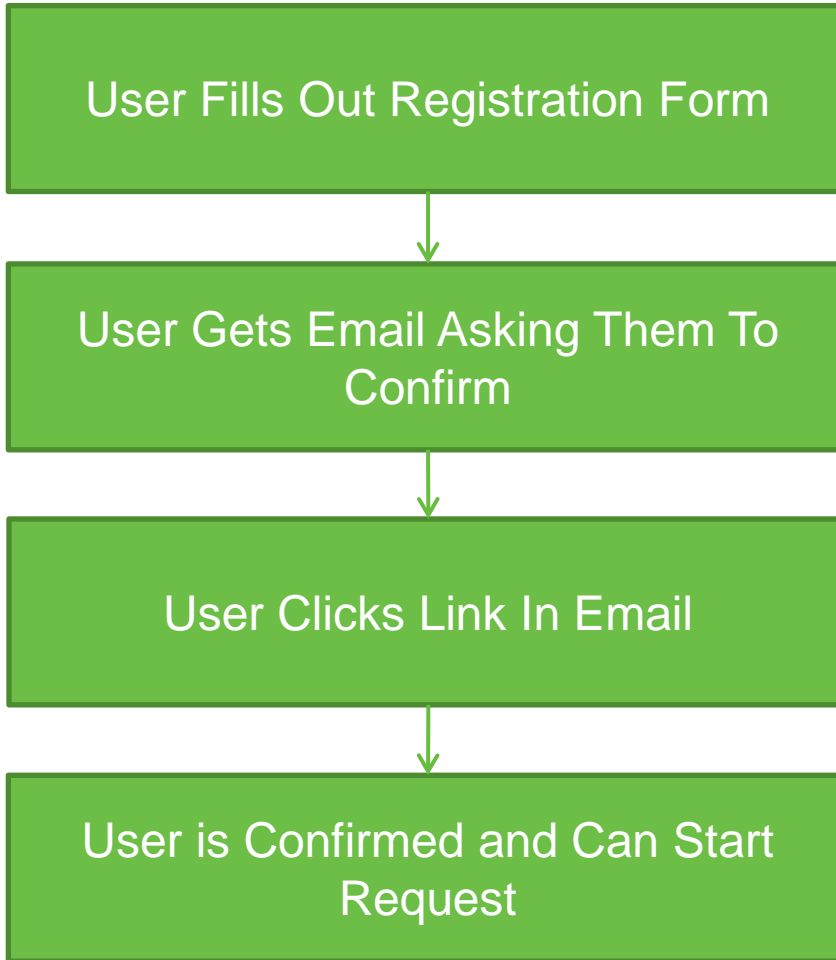
Users click on “Sign Up” button on E-Apply front page.

All fields are required except those marked [Optional](#).

Passwords must have 1 capital letter, 1 number, and 1 symbol, and be at least 8 characters long. Examples of good passwords:

- HelloHello1!
- Good5bye@
- 9after&Noon

Registration Confirmation



After submitting registration form, user will receive email asking them to confirm their account.

Users cannot log in to start making requests until they have confirmed their account.

Users who try to log-in without confirming will get the following error message:

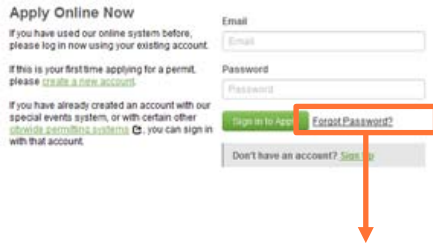
Your account is not activated. An e-mail was sent with instructions to activate your account.

Users who receive this message should first check their Bulk/Spam folder for the confirmation email from NYC Parks.

If the user still cannot locate the Confirmation email, they should contact their local NYC Parks borough permit office for assistance.



Forgot Password



Forgot Password

Please enter your email address. We will send you an email with more information about how to update your password.

Don't remember your email address? Please call the permit office in your borough for more information. Borough permit office contact information can be found on the [Athletic Field and Court Requests](#) page.

Email

Submit

If a user forgets their password, they can click the “Forgot Password?” link on the login form.

The user will then be asked for their email address, and a link will be sent to them allowing them to reset their password.

Users who do not receive the email with password reset link should first check their Bulk/Spam folder.

If the user still cannot locate the password reset email, they should contact their local NYC Parks borough permit office for assistance.



Your Field and Court Requests

Apply Online Now

If you have used our online system before, please log in now using your existing account.

If this is your first time applying for a permit, please [create a new account](#).

If you have already created an account with our special events system, or with certain other [eligible accounts](#), you can sign in with that account.



Your Field and Court Requests

Logged in as **Tom Hughes** | [Your Field and Court Requests](#) | [Edit Account](#) | [Sign Out](#)

Welcome to your Field and Court Requests homepage. From here, you can view requests that you have submitted or edit requests that you have saved in order to send them later.

[Start a New Field and Court Request >](#)

Draft Requests

Request Label	From	To	Status	Entered Date	
Afterwork Softball			Incomplete	04/09/13	Edit Delete

Submitted Requests

Request Name	From	To	Status	Submitted Date
Weekend Softball	05/22/13 6:30 a.m.	05/22/13 8:30 a.m.	Submitted	04/10/13

Upon logging in, users will see the Your Field and Court Requests screen, which displays existing requests made by the user, if any.

From this screen, users can:

- Start a new request
- View, edit, delete, and complete any existing **draft** requests.
- View any existing **submitted** requests.
- Submit renewal requests for the prior year's approved permits from the **archived** requests section.

Additionally, from this and all of the following permit request screens, users can:

- Edit their account details
- Sign out of the system

Users are automatically signed out after 30 minutes of inactivity.



Navigation

Step Navigation

Logged in as **Tom Hughes** | [Your Field and Court Requests](#) | [Edit Account](#) | [Sign Out](#)



After clicking “Start a New Field and Court Request” on the Your Field and Court Requests screen, users begin the request process.

Users are guided through the process by the **step navigation bar** at the top of the screen and the **button navigation** at the bottom.

Button Navigation



Button Navigation (Optional Steps)



Button Navigation (Field Schedules)



Step Navigation

- Current step is in green
- Future step is disabled and gray
- Completed steps are links and editable

Button Navigation

- “Save as Draft” will save data entry up to the current step.
- “Save and Continue” will save data entry and move user to next step

Field Schedule specific buttons

- “Save and Add Another Field Schedule” will save current schedule entry and reload the page for additional schedule data entry.
- “Delete this Field Schedule” will delete everything entered for the current schedule.
- “Cancel and Continue” will clear the current unsaved schedule and move user to the next step.



Do You Have The Right Application?

Field and Court Request - Before You Begin

Logged in as [Paresh Patel](#) | [Your Field and Court Requests](#) | [Edit Account](#) | [Pay Online](#) | [Sign Out](#)

Thank you for starting a Field and Court Request! Before you get started with the request, we'd like to know a little more about your event, so that we can direct you to our partners if you require additional permits.

Will you be using amplified sound?

- No
- Yes

Will there be Vendors at the event?

- No
- Yes

Will there be any Items or Food for sale?

- No
- Yes

Will this request also include a non-athletic component? (i.e. picnics, field day, etc.)

- No
- Yes

[Start Your Request](#)

Before beginning a new application, users are asked to answer a series of questions to determine whether they should continue with their sports field permit request, or should instead apply for a Special Event Permit. Users who answer yes to any of these questions are given information and a link to the Special Event Permit application, and are not able to continue with the field and court request process.



Step 1: Applicant Details

Field and Court Request - Applicant Details

Logged in as Tom Hughes | [Your Field and Court Requests](#) | [Edit Account](#) | [Sign Out](#)

Request Steps: 1 Applicant Details (Active), 2 Alternate Contacts, 3 Organization Details, 4 Permit Details, 5 Field Schedules, 6 Additional Questions, 7 Supporting Documents, 8 Review, 9 Submit

Applicant Details

The applicant details below are pulled from your account information. If you change the details below they will only be changed for this request. To change your details for future requests, [edit your account information](#).

First Name:

Middle Initial Optional:

Last Name:

Country:

Street Address:

Address Line 2 Optional:

City:

State:

Zip Code:

Phone Number:

Secondary Phone Number Optional:

Fax Number Optional:



Applicant details are pre-filled using the information the user provided during account creation.

Any changes the user makes to Applicant Details are made only for this permit.

If the user wants to change details for future requests they must click the “edit your account information” link.

Editing the account information will change what is pre-filled for all future requests, but will not change any existing draft or submitted requests.



Step 2: Alternate Contacts

Request Steps: 1 Applicant Details, 2 **Alternate Contacts**, 3 Organizational Details, 4 Personal Details, 5 Field Schedule, 6 Additional Questions, 7 Supporting Documents, 8 Review, 9 Submit

Alternate Contacts Optional

If you would like to provide us with additional contacts who we may contact in case you are unavailable, please do so below. Fields are required unless marked as Optional.

If you do not have additional contacts, you may skip this step.

Add Contact

First Name

Middle Initial Optional

Last Name

Phone Number

Secondary Phone Number Optional

Email

Added Contacts

You have not added any additional contacts.

Alternate Contacts Optional

If you would like to provide us with additional contacts who we may contact in case you are unavailable, please do so below. Fields are required unless marked as Optional.

If you do not have additional contacts, you may skip this step.

Add Another Alternate Contact

First Name

Middle Initial Optional

Last Name

Phone Number

Secondary Phone Number Optional

Email

Added Contacts

John M Smith

Phone Number
212-360-8110

Mobile Number
212-360-8189

Email Address
john.smith@aol.com

Alternate contacts are **optional**, and the user can skip this step if they do not wish to add any alternate contacts.

The user can choose to add multiple alternate contacts, the details of which appear to the right of the input form.

After adding contacts, the user can edit or remove them from the request by clicking the relevant buttons under the contact's name.

Step 3: Organization Details

Request Steps: 1 Applicant Details, 2 Alternate Contacts, 3 Organization Details, 4 Permit Details, 5 Field Schedules, 6 Additional Questions, 7 Supporting Documents, 8 Review, 9 Submit

Select Organization

Are you applying on behalf of an organization?

Yes No

Individual user

Organizations and leagues should choose yes to “Are you applying on behalf of an organization?”, while individuals and informal groups should choose no, and can save and continue to the next step.

Existing Organization

Select Organization

Are you applying on behalf of an organization?

Yes No

Organization Name

Select an Option

- American Cancer Society
- Anderson 3
- Arsenal East
- Asphalt Green
- ASPIRA of New York
- Barclays Capital
- Barnstonworth Rovers FC for CSL
- Ranich Challenge

Unable to Find Organization

[Organizations](#) [Leagues](#) [Informal](#)

Select Organization

Are you applying on behalf of an organization?

Yes No

American Cancer Society

Organization Type

Other

Address
132 West 32nd Street
New York, New York 10001

Phone
None

Fax
None

Website
None

Email
None

Display on NYC Parks website
No

New Organization

Organization Name

Select an Option Unable to Find Organization

Organization Type

Organization Name

Street Address

Address Line 2 Optional

City

State

Select a State

Zip Code Optional

Phone Number Optional

Fax Number Optional

Email Optional

Website Optional

Users representing an organization can find it by searching or choosing from the list. They can click the “Unable to Find Organization” checkbox if they do not see their organization. They will then enter their league information in the new organization form.

Users can also click on the “Edit Organization Details” button to change information about their organization. These edits will be approved or rejected by the NYC Parks borough permit coordinators as part of the permit approval process. Approved edits will be reflected on this and all future permits choosing this organization.



Step 4: Permit Details

Details of Your Permit Request

Request Label

Please label your request with a short descriptive phrase so that you can refer back to it later (e.g. "Saturday Afternoon Basketball.")

Request Description

Please briefly summarize your permit request (e.g. "We are requesting 2 full basketball courts for Saturday afternoons in Prospect Park.") If you have any special conditions about which we should be aware, please include them here as well.

Is this an Adult or Youth Permit Request?

A youth permit can only be used by groups where all participants are under the age of 18. If any adults are found to be using a youth permit, the permit may be revoked.

Adult Youth

Borough

Season

Please select the season that contains the dates for this permit request. If you would like to request dates that span more than one season, you must submit multiple permit requests, one for each season.

If the season is not yet available for permits, you may choose to save your permit request until the start date of the new season by selecting the "Save as Draft" button below.

- Spring/Summer (March 17 - August 31)
 Fall (September 1 - November 30)
 Winter (December 1 - March 16: Requests will be taken starting September 15)

Save as Draft

Save and Continue

"Request Label" and "Request Description" are required fields where users should explain their request in clear language and can make any special requests or notes for NYC Parks borough permit coordinators that they may have.

Users must choose between Adult and Youth Permits, and must select a borough.

Finally, users will select a Season. The current, or current and next season may be highlighted, depending upon the date the request is being made. The system auto-enables possible season options based on the new rules.



Step 5: Field Schedules – Selecting a Field



Add a Field Schedule

Please set up a Field Schedule below by choosing a park and selecting your preferred fields. If you do not have a field preference, or if you are flexible enough to choose more than one field, please also select the box that says "Custom Field Request" and explain your preferences in detail in the "Additional Area Information" box.

Your Field Schedule request is subject to change. While we will work to accommodate all Field Schedule requests, our borough offices may present you with alternate dates, locations, and times.

Sport

 Other Sport

Park

Field Selection

Please indicate your first and second choice of field. The maximum number of reserved sessions that any adult single-permit holder or league may control is limited to sixteen sessions per week, per park. The maximum length of any permit is six months. Exceptions may be made by the Commissioner or his or her representative. Youth leagues shall not be subject to the 16 session per week, per park limit.

Show only lighted fields

Field: First Choice

Custom Field Request

Additional Area Information

Field: Second Choice Optional

Custom Field Request

Additional Area Information

To add a Field Schedule, users must first select a sport. The sport selected affects the fields that will be available below. If the sport isn't listed (e.g.: bocce, netball) users must check "Other Sport" and enter a sport name in the text field that appears.

Parks are restricted to the borough chosen previously in Step 4.

Users must select a first choice field at that park from the dropdown. For night games, users can filter the field listings to show only lighted fields by checking that option. Users can fill out the Additional Area Information text area to add specifics. Users can also opt to make a second field choice.

If no fields are listed in the dropdown, if a field is missing, or if the user is flexible and is willing to accept any available field, the user must click "Custom Field Request", and include more information in Additional Area Information.



Step 5: Field Schedules – Repeating

Schedule For This Field

Option 1: Repeating
My schedule for this field is the same each week, and I prefer to select the days of the week and times for a range of dates and edit from there.

Option 2: Choose Dates
I prefer to select dates from a calendar and enter specific times for each date.

Start Date:

End Date:

Day of the Week	Start Time	End Time	
Monday	8:00 a.m.	9:00 a.m.	<input type="button" value="Remove from Schedule"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add to Schedule"/>

Click on dates in the calendar to add or remove them from your field schedule.

March 2013

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2013

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2013

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2013

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Selected Dates and Times for This Field

Monday, April 15, 2013	Start Time: <input type="text" value="8:00 a.m."/>	End Time: <input type="text" value="9:00 a.m."/>	<input type="button" value="Add Another Time for This Day"/>	<input type="button" value="Remove"/>
Monday, April 22, 2013	Start Time: <input type="text" value="8:00 a.m."/>	End Time: <input type="text" value="9:00 a.m."/>	<input type="button" value="Add Another Time for This Day"/>	<input type="button" value="Remove"/>
Monday, April 29, 2013	Start Time: <input type="text" value="8:00 a.m."/>	End Time: <input type="text" value="9:00 a.m."/>	<input type="button" value="Add Another Time for This Day"/>	<input type="button" value="Remove"/>
Monday, May 6, 2013	Start Time: <input type="text" value="8:00 a.m."/>	End Time: <input type="text" value="9:00 a.m."/>	<input type="button" value="Add Another Time for This Day"/>	<input type="button" value="Remove"/>
Monday, May 13, 2013	Start Time: <input type="text" value="8:00 a.m."/>	End Time: <input type="text" value="9:00 a.m."/>	<input type="button" value="Add Another Time for This Day"/>	<input type="button" value="Remove"/>
Monday, May 20, 2013	Start Time: <input type="text" value="8:00 a.m."/>	End Time: <input type="text" value="9:00 a.m."/>	<input type="button" value="Add Another Time for This Day"/>	<input type="button" value="Remove"/>

Users must add a field schedule to each chosen field. To add this schedule, the user can choose either: “Option 1: Repeating”; or “Option 2: Choose Dates.”

Organizations that have a set weekly schedule should choose the repeating option. Users should choose start/end dates for the repeating schedule, then select day of week, and finally the start/end times for each day.

Clicking the “Add to Schedule” button auto-generates a calendar and a list view of dates. The calendar will populate with selected dates in green. Out-of-season dates are in grey. To edit individual dates/times, click the calendar date or edit the start/end time dropdowns.

Users can repeat the process to select more than one day per week, and more than one session per day.

To proceed, a user can click the “Save and Continue” button, or to add an additional park/field click “Save and Add Another Field” button.



Step 5: Field Schedules – Selected Dates

Schedule For This Field

Option 1: Repeating
My schedule for this field is the same each week, and I prefer to select the days of the week and times for a range of dates and edit from there.

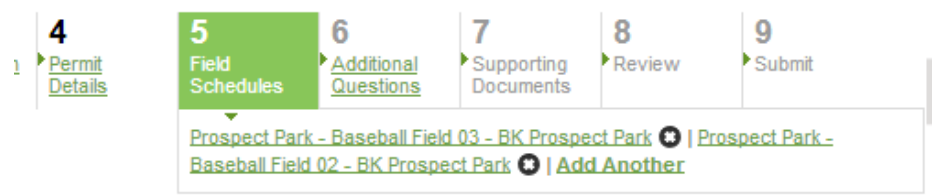
Option 2: Choose Dates
I prefer to select dates from a calendar and enter specific times for each date.

Click on dates in the calendar to add or remove them from your field schedule.

April 2013							May 2013							June 2013							July 2013							August 2013						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6		1	2	3	4								1	1	2	3	4	5	6							1	2	3	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
													30																					

Selected Dates and Times for This Field

Wednesday, May 1, 2013 Start Time: End Time:



The Choose Dates option is useful for one-off dates or schedules that are not on a set pattern.

Users can manually click on desired calendar dates to select or deselect them. By doing so, they are added to the list of dates below the calendar.

Users must select a start time and end time for every date that is manually chosen.

To proceed the user can click the “Save and Continue” button, or to add additional park/field click “Save and Add Another Field” button.

Park and Field names are displayed in the top Step Navigation, where the user can Add, Edit, or Delete fields.



Step 6: Additional Questions

Request Steps: 1 Applicant Details, 2 Alternate Contacts, 3 Organization Details, 4 Permit Details, 5 Field Schedules, 6 Additional Questions, 7 Supporting Documents, 8 Review, 9 Submit

100% Playground - Custom Field Add Another

Do you have a League Name or Additional Team Information to provide?
 No Yes

Gender of Players
 Co-Ed Female Male

Are any players over 18?
 No Yes

Will the spectators be charged?
 No Yes

Will there be sponsorship signage at the event?
 No Yes

Will you be using amplified sound?
 No Yes

Number of Teams?

Number of Players per Team?

Will there be Vendors at the event?
 No Yes

Will the field(s) be used for a Game or Practice? Note: This permit request can only be designated for one OR the other. A second Permit must be requested if you require fields for both.
 Game Practice

Are League Officials Compensated?
 No Yes

Will there be any items or food for sale?
 No Yes

I have held this event before and will provide a copy of my Approved Permit from last year. Note: Falsification of last year's copy is grounds for permit revocation.
 No Yes

I will provide a copy of my insurance. Note: Falsification of insurance information is grounds for permit revocation.
 No Yes

I will provide my Game Schedule and Roster. Note: Falsification of your intended game schedule is grounds for permit revocation.
 No Yes



All additional questions are required, and some questions will lead to follow-up questions that are also required.

Answering Yes to questions about Items/Food for Sale and Amplified Sound will trigger an email to the requester once the status of the request is changed to Pending by NYC Parks borough permit coordinators, letting the requester know that additional NYC Parks vending and NYPD sound permits are required.

Step 7: Supporting Documents

Upload Supporting Documents Optional

If you have chosen to provide us with a copy of your insurance, game schedule, or a prior permit, you may upload them now.

Document upload files are restricted to these types: .txt, .pdf, .xls, .xlsx, .docx, .pptx, .doc, .ppt, .gif, .jpeg, .jpg, .zip. Document upload maximum file size is 5 Megabytes.

Type of Document

Insurance Prior Permit Game Schedule

Document Description

Upload File

No file chosen

Added Supporting Documents

You have not added any supporting documents.

Upload Supporting Documents Optional

If you have chosen to provide us with a copy of your insurance, game schedule, or a prior permit, you may upload them now.

Document upload files are restricted to these types: .txt, .pdf, .xls, .xlsx, .docx, .pptx, .doc, .ppt, .gif, .jpeg, .jpg, .zip. Document upload maximum file size is 5 Megabytes.

Type of Document

Insurance Prior Permit Game Schedule

Document Description

Upload File

No file chosen

Added Supporting Documents

Type of Document	Document Description	File Name	
GameSchedule	Fall 2013 Game Schedule	GameSchedule.doc	delete download

This is an **optional step** and can be skipped. Users can choose to upload documents. To do so, they must first select the Type of Document.

Users can provide a description of the file, then the user will browse to the file on their computer. File types are limited to .txt, .pdf, .xls, .xlsx, .docx, .pptx, .doc, .ppt, .gif, .jpeg, .jpg, .zip files and the maximum file size is 5 Megabytes.

After adding the file and its details, the user will click the “Add This Document” button, which adds it to the list of Supporting Documents to the right, where added documents can be removed or downloaded and viewed.



Step 8: Review

Review Your Request

Please take the time to review all the information on this page before you submit. If you see any information that you need to change, you may select the edit button beneath that section to return to that page.

Applicant Details

Name: Tom Hughes
Address: 830 Park Ave, Room 112, New York, New York 10019, United States of America
Phone: 212-360-8110
Cell Phone: 212-895-1213
Fax: None
Email Address: tom.hughes@nyprh.net.gov

[Edit Applicant Details](#)

Alternate Contacts/Other Users

Name: John M Smith
Contact Type: Informal Contact
Phone Number: 212-895-1212
Mobile Number: 212-895-1214
Email Address: john.smith@aol.com

[Edit Alternate Contacts](#)

Organization Details

Name: Greenand Harmon
Type: League
Address: 121 East Street, Room B, New York, New York 10002
Phone Number: 212-895-1213
Fax: 212-895-1213
Email Address: info@greenandharmon.com
Website: info.greendandharmon.com

[Edit Organization Details](#)

Permit Details

Request Label: Park
Description: Soccer
Sport: Soccer - 11 and Under (All Leagues)
Permit Type: Adult
Borough: Spring/Summer
Season: Spring/Summer

[Edit Permit Details](#)

Field Schedule

Prospect Park - Softball Field 01 - BK Prospect Park

Date	Start Time	End Time
Saturday, June 1, 2013	11:30 AM	1:30 PM
Saturday, June 8, 2013	11:30 AM	1:30 PM
Saturday, June 15, 2013	11:30 AM	1:30 PM
Saturday, June 22, 2013	11:30 AM	1:30 PM
Saturday, June 29, 2013	11:30 AM	1:30 PM
Saturday, July 6, 2013	11:30 AM	1:30 PM
Saturday, July 13, 2013	11:30 AM	1:30 PM
Saturday, July 20, 2013	11:30 AM	1:30 PM

[Edit This Field Schedule](#)

Additional Questions

Do you have a League Name or Additional Team Information to provide?

Gender of Players
Co-Ed

Are any players over 18?

Will the spectators be charged?

Will there be sponsorship signage at the event?

Will you be using amplified sound?

Number of Teams?
12

Number of Players per Team?
12

Will there be Vendors at the event?

Will the field(s) be used for a Game or Practice? Note: This permit request can only be designated for one OR the other. A second Permit must be requested if you require both for both Games

Are League Officials Compensated?

Will there be any tents or food for sale?

I have held this event before and will provide a copy of my Approved Permit from last year. Note: A photocopy of last year's copy is grounds for permit revocation.

I will provide a copy of my insurance. Note: Falsification of insurance information is grounds for permit revocation.

I will provide my Game Schedule and Roster. Note: Falsification of your intended game schedule is grounds for permit revocation.

[Edit Additional Questions](#)

Supporting Documents

Type of Document	Document Description	File Name
Game Schedule	Fall 2013 Game Schedule	GameSchedule.docx Download

[Add Supporting Documents](#)

[Save as Draft](#) [Submit Application](#)



Users can review all data that has been entered, and use the “Edit...” buttons to jump to corresponding Steps to update as necessary.

Additionally, users can click the top Navigation Steps to go back and update any steps they choose.



Step 9: Agree and Submit



Please read and agree to abide by NYC Parks' Permit Fees and Guidelines for Use of Field and Court Space to submit your request.

Permit Fees

You are advised that the following fees will apply for field and court permits for adults that are issued per your request:

- Field Lights (18 yrs & over) = \$25.00/per hour
- Cricket, football, lacrosse, rugby, soccer and ultimate Frisbee fields (18 yrs & over) = \$16.00/per hour
- Baseball, softball and volleyball, Turf/Soft surface fields (18 yrs & over) = \$12.50/per hour
- Basketball, baseball, softball, roller hockey and volleyball, Hardtop playing surfaces (18 yrs & over) = \$8.00/per hour

I agree to the above.

Guidelines for Use of Field and Court Space

1. Each group of players using a field or court must purchase and possess a permit. Parks & Recreation reserves the right to request that the players provide proof of approved ballfield or court use.
2. The permittee is responsible for the conduct of anyone playing under this permit and will be liable for damages to persons or property arising from such conduct.
3. This permit is not valid unless embossed with an official Parks seal.
4. This permit may not be transferred or resold. Any violation of this provision will result in revocation of all permits issued to the permittee.
5. This permit is terminable at will by the Commissioner of Parks.
6. Parks retains the right to temporarily suspend this permit, or to change the permit location. The agency will make reasonable efforts to provide an alternative location.
7. The granting of this permit does not give the permittee the right to sell or offer for sale any articles, tickets, or refreshments, within or adjacent to the park. Any sales require a separate Temporary Use Authorization issued by Parks' Revenue Division. There is a fee required for a Temporary Use Authorization.
8. Alcoholic beverages may not be sold or consumed on Parks property except where specifically authorized by the Commissioner of Parks.
9. Barbecuing and the use of propane tanks are prohibited except where designated by sign or special permit.
10. Motor vehicles may not be brought into or operated in any area of a park, except in designated areas.
11. Littering is prohibited. Teams must leave the field or court free of litter and debris.
12. Noncommercial literature or pamphlets may not be distributed within or adjacent to any park area, except from a fixed location approved by Parks and specified in this permit.
13. Commercial literature, signage or advertising material of any kind may not be posted, placed or distributed at the courts or ballfields, unless such permission is granted by Parks.
14. The agency reserves the right to require a permittee to post a bond or other security to ensure compliance with these rules.
15. This permit may be terminated if the field or court is reserved by not used.
16. In addition to the above terms and conditions, permittees are required to comply with all other rules of the City of New York Parks & Recreation, including but not limited to Section 209 of Title 56 of the Rules of the City of New York.
17. Violation of any rules will result in revocation of all permits and/or other sanctions including a summons to appear in civil court or criminal court.
18. Permittees should call the Borough Permit Office in advance if unable to use any assigned time sessions, so that the agency can try to accommodate others who wish to use the field or court.

I agree to the above.

[Submit Request](#)

For the final step, users must check both checkboxes for Permit Fees and Guidelines and then click the “Submit Request” button.

Requests cannot be edited after submission. A user must call or email their NYC Parks borough permit coordinators to edit a submitted request.



Renewing Permit Requests

This is a renewal of last year's permit.

Request Steps: 1 Applicant Details, 2 Alternate Contacts, 3 Organization Details, 4 Permit Details, 5 **Field Schedules**, 6 Additional Questions, 7 Supporting Documents, 8 Review, 9 Submit

Flushing Meadows Corona Park - Softball-11

Review Your Field Schedule

To help facilitate your permit renewal process, your preferred park and field schedules are listed below. We have updated your schedule to preserve dates and times as closely as possible to last year's permit request. If you plan to make changes to the start and end dates of the request, or if you have any other changes to the schedule, please write them in detail in the "Renewal Notes" field.

Your Field Schedule request is subject to change. While we will work to accommodate all Field Schedule requests, our borough offices may present you with alternate dates, locations, and times.

Sport: Softball - Adults Other Sport

Park: Flushing Meadows Corona Park

Field Selection
The maximum number of reserved sessions that any adult single-permit holder or league may control is limited to sixteen sessions per week, per park. The maximum length of any permit is six months. Exceptions may be made by the Commissioner or his or her representative. Youth leagues shall not be subject to the 16 session per week, per park limit.

Field: First Choice: Softball-11
Field: Second Choice: Optional

Type: Softball
Surface: Natural
Lighting: No

Schedule For This Field

April 2014							May 2014							June 2014							July 2014							August 2014						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5				1	2	3			1	2	3	4	5	6	7			1	2	3	4	5							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																												31						

Selected Dates and Times for This Field

Thursday, July 10, 2014 Start Time: 7:00 p.m. End Time: 8:00 p.m.

Renewal Notes:



If a permit was approved last year, and the current season's application period is the same, then the renewal link will appear.

Upon renewing, permit type, type of sport, and other pertinent information from the prior year's permit will be copied into the renewal.

- Most of these fields cannot be edited by the user, and are only for review.
- If the user wants to change their details, then they can add notes to the Request Description.

Field schedules will be copied and updated to match permit dates and times as closely as possible with last year's permit request.

- Any changes to the field schedule start and end dates of the request, or any other changes to the schedule, can be entered in the Renewal Notes text box.



Support

Bronx

(718) 430-1840
Re: Ballfield Permits
Borough Office: Ranaqua
1 Bronx River Parkway
Bronx, NY 10462

Brooklyn

(718) 965-8941
Re: Ballfield Permits
Borough Office: Litchfield Villa
95 Prospect Park West
Brooklyn, NY 11215

Manhattan

(212) 408-0234
Re: Ballfield Permits
Arsenal West - 5th Floor
24 West 61st St.
New York NY 10023

Queens

(718) 393-7272 phone
(718) 393-7280 fax
Re: Ballfield Permits
New York City Parks & Recreation
Olmsted Center
Flushing Meadows Corona Park
Flushing, NY 11368
OFFICE LOCATION (For visitation purposes only; for mailing,
use address above)
Passerelle Building
(across from outdoor Tennis Courts)
Flushing Meadows Corona Park

Brooklyn

Prospect Park and Parade Ground
(718) 965-8944
Re: Prospect Park Ballfield Permits
95 Prospect Park West
Brooklyn, NY 11215

Staten Island

(718) 667-3545
Re: Ballfield Permits
Greenbelt Recreation Center
501 Brielle Ave
Staten Island, NY 10314

