

Permitting Fields and Facilities with Nassau County Department of Parks, Recreation & Museums

Athletic Field Scheduling Department Contact Information by location:

Mitchel Athletic Complex and Eisenhower Park Only:

Paul Grzymalski: pgrzymalski@nassaucountyny.gov
516-572-0401

Cantiague Park Only:

Janine Traina: jtraina2@nassaucountyny.gov
516-571-7009

Ed Hansen: ehansen@nassaucountyny.gov
516-571-7056

Bay Park, Grant Park, Hicksville Soccer Field, Inwood Park, Christopher Morley Park, North Woodmere Park, Reverend Mackey Park, Washington Ave Fields Only:

Crystal Califano: ccalifano1@nassaucountyny.gov
516-571-7820

Cedar Creek and Wantagh Park Only:

Nick Karamitsios: nkaramitsios@nassaucountyny.gov
516-571-7460

Elizabeth Carroll: ecarroll@nassaucountyny.gov
516-571-7460

Scheduling Oversight:

David Graziosi: dgraziosi@nassaucountyny.gov
516-572-0239

To all Athletic Field Permittees:

Effective as of January 1st, 2026, all teams and organizations are required to provide a schedule for each facility/field for which a permit has been issued. This schedule should include date, time and team names. The league or organization overall schedule will suffice, provided that all requested information is included.

This requirement is an effort to reduce liability to the County, and to ensure that permits are being used according to Nassau County Rules and Regulations.

Please email these schedules no later than one month prior to your permitted date to the Athletic Field Coordinator for that facility:

- **For Grant Park, North Woodmere, Bay, Washington Avenue, Inwood, Christopher Morley and Rev. Mackey:** Crystal Califano: ccalifano1@nassaucountyny.gov
- **For Wantagh and Cedar Creek:** Liz Carroll: ecarroll@nassaucountyny.gov **AND** Nick Karamitsios: nkaramitsios@nassaucountyny.gov

- **For Eisenhower Park and Mitchel Athletic Complex:** Paul Grzymalski: pgrzymalski@nassaucountyny.gov
- **For Cantiague Park:** Janine Traina: jtraina2@nassaucountyny.gov **AND** Ed Hansen: ehansen@nassaucountyny.gov

Any updates to these schedules as seasons progress must be communicated via email as well, as all permits will now be monitored for compliance by facility staff.

Failure to comply with this requirement will result in forfeiture of your permit.

Effective January 1, 2026, the following requirements for all athletic field permits will be in effect.

- All permits must now be fully executed - signed, dated and initialed on each page of the permit.
- Fully executed permits will be accepted either by email or physical mail. Insurance Requirements have been updated. Please carefully review the attached document and remit the proper paperwork to the Athletic Field Permit Coordinator you are working with.
 - They must be received by a Nassau County Parks representative at least one week prior to the permit date and approved.
- The insurance documents must be submitted for approval by Parks Department Administration staff at least two weeks prior to your first permitted date.
- An email confirmation will be sent by an Athletic Field Permit Coordinator to allow your organization to start utilizing the permitted facility only after the fully executed permit is received and insurance documents approved.
- Due to new legislation regarding AED requirements, all permittees with events involving more than 4 teams/groups under the age of 17 must supply an AED implementation plan with their permit application. The plan requirements can be reviewed using this link: [NY State Senate Bill 2023-S7424](#)

Section 1: Definitions

The following terms (as they are used in this policy) will be defined as follows:

"Permit Requester"

A Permit Requester is any person or organization who requests an Application for New Permits as stated below:

1. Any person or entity that has received permits for the previous year or season, and wish to apply for different dates, days & times, at either the same location or facility as the previous season, or at different location or facility.
2. A person or organization who has never previously sought a permit from Nassau County.

"Returning Permit Requester"

Returning Permit Requester are those requesting the same days & times at a park or facility that they received pursuant to their permits for the previous year or season.

"Youth League"

Youth Leagues are Youth Recreation Leagues, Teams, or Groups, like Little League Baseball or Boy Scouts that have an all-volunteer staff with no paid personnel, administrator, or independent contractors (such as coaches & trainers).

"Travel Program"

Travel Program are Youth Sports Leagues, Teams, or Groups where that are not affiliated with a Youth League. They function as independent contractors. The only exception is Williamsport teams affiliated with a Youth League.

"Senior League"

Senior Leagues are Senior Recreation Leagues, Teams, or Groups, like the Senior Softball League that have an all-volunteer staff with no paid personnel, administrator, or independent contractors.

Section 2: Applications

(A) Applying for Nassau County Parks Field Permits & Facility Permits:

If you are an organized group, league, or team, and you would like to request a Nassau County field, for any type of use, you must put in a request to the Nassau County Department of Parks, Recreation & Museums.

(B) Permits — Athletic Fields:

To request permits and to check availability, you can email: ncfields@nassaucountyny.gov

PLEASE NOTE:

All phone requests or in-person requests must be followed-up with a written email request to: ncfields@nassaucountyny.gov

(C) Choosing a Season:

We have established seasonal request periods to ensure that we process applications in advance of the start date for each season. Tournaments and/or Special Events can be requested earlier so that the requester can market their event. You may make a request after the start date, but requests made within the seasonal request period are given priority.

Returning Permit Requesters must submit their requests for their requested dates, times and locations during the dates noted below or fields permitted in the past will be open to New Permit Requesters on a first-come, first-served basis.

When You Want to Play

Spring/Summer: March 15th* thru August 31st

Fall: September 1st thru November 30th

Winter: December 1st thru March 14th

When to Apply

January 1st thru February 15th

June 15th thru July 31st

September 1st thru October 15th

Note that some dates may be held until mid-February due to scheduling and coordinating of

other events.

* Grass/Clay Fields open on or after April 15

(D) Accommodating Your Request:

Nassau County Department of Parks, Recreation & Museums makes every effort to fairly accommodate as many requests for fields as we can. As we receive thousands of requests, many for the same dates, days & times, we make every attempt to equitably distribute permits. The order of distribution of field permits is as follows:

1. Nassau County Parks Department organized run and/or sponsored events.
2. Returning organizations, groups & users for the same days, dates, times as previous permitted year.
(Colleges, High Schools & Special Leagues that have rotating weekend game schedules are excluded)
3. All other new permit requests will be processed on a "first come, first serve" basis.

Please note that all Returning Permit Requesters and active permittees must give at least one week. (5 business days) notice for any additional add-on dates to the current season's permitted dates. This also applies to adding on time to current permits. There will be no new same day permits given under any circumstance. **Do not call day-of.**

Section 3: Permit Requirements and Limitations

1. The Parks Department reserves the right to leave fields & facilities unpermitted at various locations for: (i) other authorized uses; (ii) to accommodate Departmental use; (iii) for maintenance purposes; or (iv) to allow other unpermitted activities.

2. The Parks Department reserves the right to move permittees to another location, if necessary, as determined by the Department or assign a permit to a location other than the location the Permit Requester requested.

3. The Parks Department reserves the right to cancel permitted ballfield or court activity due to inclement weather and/or conditions that may result in damage to the fields or facilities. The Parks Department reserves the right to require a clean-up charge and/or liability insurance for the use of fields or facilities, in which case the County shall be named as an additional insured.

4. All permittees must have their permits, and any other documents required by the Department in their possession at the time and site of the proposed activity.

5. All permits are revocable at any time and at the discretion of the Nassau County Parks Commissioner or a Deputy Commissioner. Additionally, the permit may be revoked for cause. Revocation for cause includes but is not limited to: (i) providing incorrect or false information for the Permit, (ii) failure to adhere to Department rules or the conditions of the permit, and (iii) the use, by adults, of a permit issued for a Youth League. (iv) subletting a permit to another person or group/organization. The permit holder has the right to appeal the revocation of a permit to the Department's General Counsel, within ten (10) days immediately following the mailing of notice of revocation by the Department. Said appeal must be in writing. The decision of the Department's General Counsel shall be final.

6. The Parks Department may inspect any field or facility to determine if the permit holder is utilizing all its permitted time.

7. If the Department determines the permit holder is not using all the permitted time, the

Department may reduce the amount of permitted time.

8. If the use of fields or facilities constitutes a special event, a Special Event Permit shall be required in addition to the relevant field permits. If the use of fields or facility permit involves vending, catering or concession sales of any kind, the Nassau County Exclusive Concessionaire, currently Dover Gourmet Corp, must be contacted to provide the services. Their contact information is: 516-933-4444.

Section 4: Athletic Fields Usage Fees Payment & Cancellation Procedures

1. All Permit Invoices in an amount less than \$5,000 must be paid when the Permit Invoice is received and at least thirty (30) days prior to the first permit date. In the event the amount is not paid in full, the permit will be revoked.

2. Permit/invoices totaling between \$5,000 to \$20,000 are required to remit 50% of the total Permit Invoice amount when the Permit Invoice is received; the balance of 50% must be paid prior to the mid-point date of the existing Permit dates.

3. Permit/invoices exceeding \$20,000 are required to remit 40% of the total Permit Invoice no later than thirty (30) days prior to the first date listed on the permit. 50% of the total Permit Invoice are due no later than the mid-point of permitted dates. The remaining 10% must be remitted 7 days prior to the last date on the permit.

4. Permit Invoices exceeding \$20,000 may apply for monthly billing provided the following criteria are met:

a. Permit dates must cover a date range of at least 5 consecutive months. There must be a minimum of two permit dates per week over a 5-month period. This payment plan will only be issued upon the written approval of the Parks Commissioner, or someone designated by the Commissioner to review and oversee.

CHECKS AND CREDIT CARDS ARE THE ONLY ACCEPTED FORMS OF PAYMENT FOR PERMIT INVOICES.

NASSAU COUNTY DEPT. OF PARKS, RECREATION & MUSEUMS DOES NOT ACCEPT CASH FOR PERMITTED RESERVATIONS.

Checks must be made payable to 'Treasurer of Nassau County'.

Cancellations of reservations will be allowed under the follow conditions:

1. (a) All weather-related cancellation requests that are called by each individual Park staff on the day of the permitted use will be credited to the applicable permittee. Requests for a cancellation credit must be emailed to NCFields@nassaucountyny.gov and the Scheduler for the permitted facility/field. Credits will not be issued without a request from the permittee.

(b) A two-week cancellation/give-back of a Permitted day, date & time will be credited back to each applicable permit, but this request must be emailed to NCFields@nassaucountyny.gov and the Scheduler for the permitted facility/field.

2. All cancellations due to inclement weather called by the Permittee must be emailed to NCFields@nassaucountyny.gov and the Scheduler for the permitted facility/field (see page 1) within 24 hours of the permit date & time of the inclement weather. A credit will only be issued upon the written approval of the Parks Commissioner, or someone designated by the Commissioner to review each such cancellations. "Rain out" or inclement weather cancellations will not be rectified at the "end of the permitted dates". They must be brought to our attention by

the permittee within the 72-hour window or the credit will be forfeited, and full permit fee charged.

3. Any cancellation which involves the cancellation of field usage charges exceeding \$2,000 must receive the written approval of the Parks Commissioner or the Deputy Commissioner designated by the Commissioner, who will review each such cancellation.

4. Any cancellation which involves the cancellation of field usage charges exceeding \$10,000 must receive the written approval of the Deputy County Executive of Parks & DPW. All cancellation requests properly submitted will be reviewed by the individual park's supervisory staff for approval. Reservation changes/modifications to a Permit due to a re-booking, i.e., change in park, field, date, or time will not require a parks supervisory staff approval.

Section 5: Insurance Requirements/Instructions

Nassau County requires that all Permittees provide a Certificate of Liability Insurance in the form of an ACORD Certificate, as well as a complete copy of the insurance policy. **Note that this is new requirement effective January 1, 2026.**

In the event the Permittee is a Self-Insured Municipality, a signed and dated statement must be provided on letterhead stating that the municipality is self-insured.

INSURANCE REQUIREMENTS ARE AS OUTLINED HERE:

Permittee shall furnish with the application herein a certificate of commercial general liability insurance, issued to and covering the liability of the County and Permittee, with respect to the ownership and use of the property covered by this Permit. Such liability policy shall name the "County of Nassau", as additional insured under the Commercial General Liability and Excess/Umbrella Liability policies. A waiver of subrogation is granted in favor of the County of Nassau. The limits of liability in such policy shall be not less than one million dollars (\$1,000,000.00) per occurrence with two million dollars (\$2,000,000.00) aggregate coverage for all damages arising out of personal injury and bodily injury, including death at any time resulting there from, and destruction to property.

Such insurance is to be kept continuously in force during the date of all Permits and any renewals thereof, and shall be written by a carrier licensed to do business in New York State and satisfactory to the County. The premium for such insurance is to be paid by the Permittee. The insurance policy must be in form, substance and in all respects acceptable to the County.

Coverage Subject to Change according to Event.

IMPORTANT: A CERTIFICATE OF INSURANCE IS TO BE ISSUED TO THE COUNTY OF NASSAU ON AN ACCEPTABLE FORM WHICH SHOWS THAT THE COVERAGE HAS BEEN OBTAINED AND THAT THE COUNTY WILL BE GIVEN TEN (10) DAYS NOTICE OF CANCELLATION.

The following must be on Certificate of Insurance to be valid and acceptable for Nassau County Department of Parks, Recreation and Museums:

Name of the Insured: The name of the insured must be the same as the name provided for the Permittee in the Permit. Please note that a PO Box is unacceptable. Nassau County requires that you provide an actual mailing address.

Description of Operations:

The Certificate holder, Nassau County is included as Additional Insured for use of the Nassau County Fields, including, but not limited to use of all equipment associated with its use for the _____ (Name of Team to include membership/organization number where applicable)

Date(s): _____

Location(s): (Name and Address of location, including city, state and zip code)

Certificate Holder:

County of Nassau 1550 Franklin Avenue
Mineola, New York 11501

NOTE: County as a certificate holder **ONLY** is **NOT ACCEPTABLE**.

REMINDERS:

*A complete copy of the insurance policy must now be submitted along with the ACORD Certificate.

*The limits of liability in such policy shall be not less than one million dollars (\$1,000,000.00) per occurrence with two million dollars (\$2,000,000.00) aggregate coverage for **all damages arising out of personal injury and bodily injury**, including death at any time resulting there from, and destruction to property.

Section 6: Miscellaneous

Please advise all participants of the following:

1. Vehicles are only allowed in designated parking areas/parking lots. Many users try to bring vehicles to the field and drive through the walking path areas to load and unload and then leave their vehicle by the fields. This will not be tolerated. NCPD will be called, and summonses will be issued.

2. No pets are allowed. Service dogs must have proper paperwork and service dog vest.

3. Promotional signs for your organization or event are not permitted without written consent from the Commissioner.

4. Permitted groups will only be given a 15-minute grace period for entry to the field prior to your permitted start time.

5. Permitted groups are responsible for cleaning their field areas and dugouts at the completion of all games.

6. Alcohol is strictly prohibited.

7. Sunflower seeds are strictly prohibited. Permittees are responsible to uphold this with their participants. If this policy is ignored, permits will be revoked, and permittee will lose Returning Permit Requester status.

8. Field lights will be turned on 15 minutes prior to permitted game time and turned off 15 minutes after the permitted time so that field users can exit the facility safely.

NOTE: Please advise all participants under your permit that are non-Nassau County residents or those failing to show ID may be charged a parking fee at some facilities between the Saturday of Memorial Day weekend and Labor Day. There are no exceptions.

PLEASE DO NOT CALL OR TEXT THE SCHEDULING TEAM WITHOUT FIRST CHECKING YOUR ACCOUNT THROUGH THE STEPS BELOW

Once Permits are issued, most Permittee questions can be answered via self-service by the Permittee using Civic Rec. Please do not reach out to the Scheduling Staff without first accessing your Civic Rec account for the information you are seeking.

Directions to check your Civic Rec Athletic Fields Account:

Civic Rec can only be accessed from a laptop, tablet or desktop computer, not via cell phone.

1. Below is a link that you must click on to access and see your permits. <https://parks.nassaucountyny.gov/NY/nassau-county-ny/catalog>
2. Enter your username and password.
3. This will then bring you to a screen that on top right has a button that says ACCOUNT.
4. Click on ACCOUNT and it will bring you to a screen that on the left side has ACCOUNT DETAILS.
5. ACCOUNT DETAILS will have your account balance, as well as a calendar with