



BERGEN COUNTY DEPARTMENT OF PARKS

James A. McFaul Environmental Center

150 Crescent Avenue, Wyckoff, NJ 07481 • 201-891-5571

<https://bergencountynj.gov>

Email: [mcfaulenvironmentalcenter@bergencountynj.gov](mailto:mcfaulenvironmentalcenter@bergencountynj.gov)



RESERVATION FORM

A permit is required for groups of 5-25 people requesting a program with a staff member. A permit is also required for all groups of 10 or more visiting the Environmental Center even if NOT participating in a program (there is no fee for this permit). Please check the back of this form for further information. **Please note – if there are more than 25 children in a class there is a charge of \$10.00 per person.**

TO OBTAIN A PERMIT

Complete this form and return it to the Environmental Center. Reservations are processed according to availability. We recommend scheduling at least 2 weeks in advance. A permit will be issued if: the requested time(s) are available, fee is paid, and insurance certificates are received (if they apply). Your program will be confirmed when you receive a park use permit.

FEE SCHEDULE (Please no tips or gratuities)

Please refer to **FEES AND INFORMATION SHEET** on the back of this form for fees, availability, scheduling, pavilion reservation, and refunds. *Note:* Read back thoroughly; incomplete forms will delay the processing of your permit.

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PROGRAM YOUR GROUP WOULD LIKE TO PARTICIPATE IN: \_\_\_\_\_

DATE OF VISIT: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

Time of your program: \_\_\_\_\_ Age of group: \_\_\_\_\_

Name of your group/school: \_\_\_\_\_ Adult Supervisor: \_\_\_\_\_

Group's mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Street \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

FAX # \_\_\_\_\_ email: \_\_\_\_\_

***Programs are conducted rain or shine. We can substitute an indoor program instead of an outdoor program in case of inclement weather if possible.***

Number of students: (*maximum 25*) \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

Do you wish to reserve the pavilion?\* Yes \_\_\_\_ No \_\_\_\_ What time period? \_\_\_\_\_

Fee paid for pavilion reservation?\* Yes \_\_\_\_ No \_\_\_\_ Fee Paid for program Yes \_\_\_\_ No \_\_\_\_

Special considerations (e.g. wheelchair) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please dress appropriately for outdoor programs\*\***

\*Fee to reserve the pavilion is \$50.00 for *all groups*. Reserving the pavilion gives you exclusive use of it for up to two hours. Otherwise, the use of the pavilion is on a first come, first serve basis. See back of this sheet for more information on pavilion reservation

\*\*Program fee must be included with reservation form for permit to be processed. Refer to FEES AND INFORMATION on back of this form for fee information.

**NOTE-NO PARTY DECORATIONS OF ANY KIND** are permitted in the park regardless of the occasion. Please be on time for your program. Due to tight scheduling naturalists may not be able to make up for lost time.

**IMPORTANT  
WE RESERVE THE RIGHT, IN CASE OF EMPLOYEE EMERGENCY OR ILLNESS,  
TO CANCEL OR RESCHEDULE CLASSES**



COUNTY OF BERGEN

James J. Tedesco III

County Executive

Board of Commissioners

Craig Dorsett

Acting Director of Parks and Recreation



The Staff is available for programs 7 days a week between the hours of 9:30 AM and 3:45 PM. No programs will be conducted on Bergen County holidays.

ALL GROUPS PLEASE NOTE: **Chaperones role is to monitor the behavior of the children.** If chaperones exhibit noisy or disruptive behavior, the staff reserves the right to stop the program immediately. **There must be at least 1 chaperone per 8 children in the group at all times.** *Please note – if there are more than 25 children in a class there is a charge of \$10.00 per person.*

#### **SCHOOL GROUPS** – Public, private, or homeschool

Bergen County

Pre K - 6th grade

\$50.00 per class (max. 25 children)

Out-of-County

All groups

\$75.00 per class (max. 25 children)

#### **SCOUT GROUPS**

In-county and out-of-county scout groups

Groups of up to 25 scouts\*

\$50.00 per class (max. 25 children)

\*Please note – siblings of participating age **must** be included in total group size.

#### **SENIOR GROUPS**

In-county and out-of-county senior groups

\$50.00 per class (max. 25 adults)

### **PAYMENT**

*Please send check or money order for full amount due with reservation form to the James A. McFaul Environmental Center at 150 Crescent Avenue, Wyckoff, NJ 07481. Please make checks payable to **Bergen County Department of Parks.** A permit will not be issued, and date will not be reserved until payment is received.*

### **ARRIVAL**

Please arrive on time for your scheduled program. Due to tight scheduling, we are unable to make up for lost program time.

### **CANCELLATION, REFUNDS OR RESCHEDULING**

**Programs are conducted rain or shine.** We can substitute an indoor program instead of an outdoor program in case of inclement weather. Refunds are granted only if program is cancelled 2 weeks prior to scheduled date or unless school and/or buses are cancelled due to inclement weather. An effort will be made to reschedule if desired, but there is no guarantee as to availability of dates.

### **GROUPS VISITING BUT NOT DESIRING A PROGRAM**

Groups of 10 or more persons visiting the Environmental Center without a scheduled nature program with a staff member must obtain a Park Use Permit. To obtain a permit, please fill out the attached reservation form and return it to the Environmental Center. There is no fee for this permit.

### **PAVILION RESERVATION**

The pavilion, next to the main building, can be reserved for various functions. The fee for reservation is \$50.00 for ALL GROUPS (program fees are extra). A reservation entitles exclusive use of pavilion for a maximum of two hours. Without a reservation, the use of pavilion is on a first-come/first-serve basis. The pavilion will be cleaned before your arrival and must be left as it was found. Garbage must be deposited in dumpsters located in parking areas or carried out of park. **NO BARBEQUE GRILLS OF ANY KIND ARE PERMITTED. NO BALLOONS PERMITTED ANYWHERE IN THE PARK, INCLUDING PAVILION, REGARDLESS OF THE OCCASION.**

**Please complete the reservation form and return to the  
James A. McFaul Environmental Center, 150 Crescent Avenue, Wyckoff, NJ 07481.**

*Revised 7/8/2026*