



## Hoboken Community Training

- ✓ Creating an Account
- ✓ How to make a reservation in RecDesk
- ✓ Forms and Processes

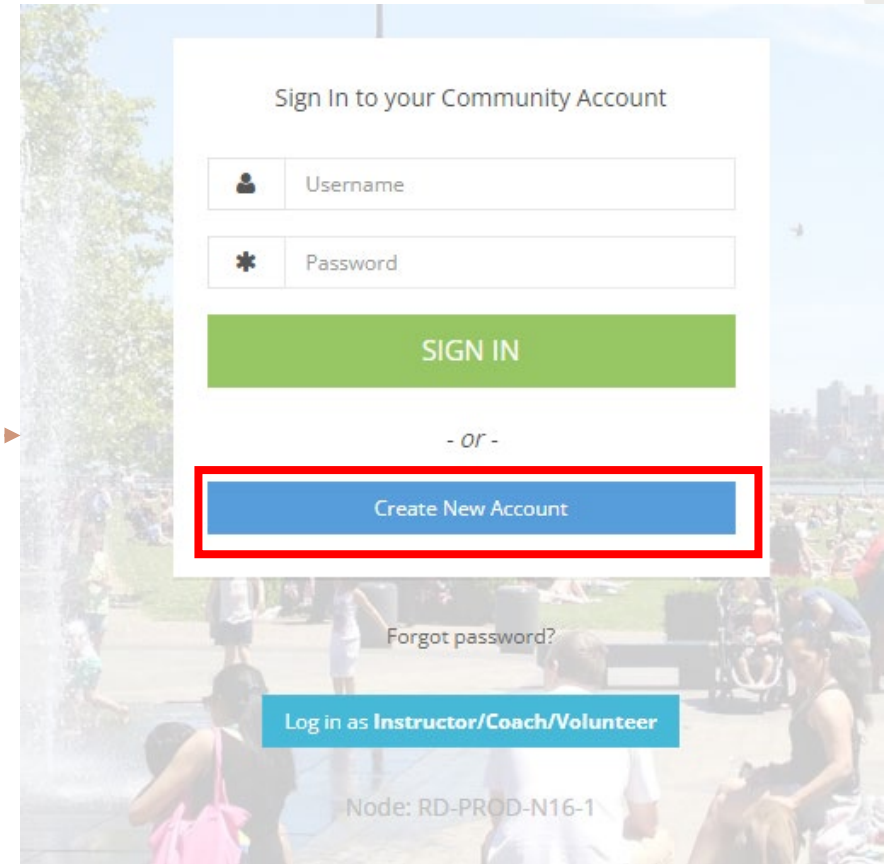
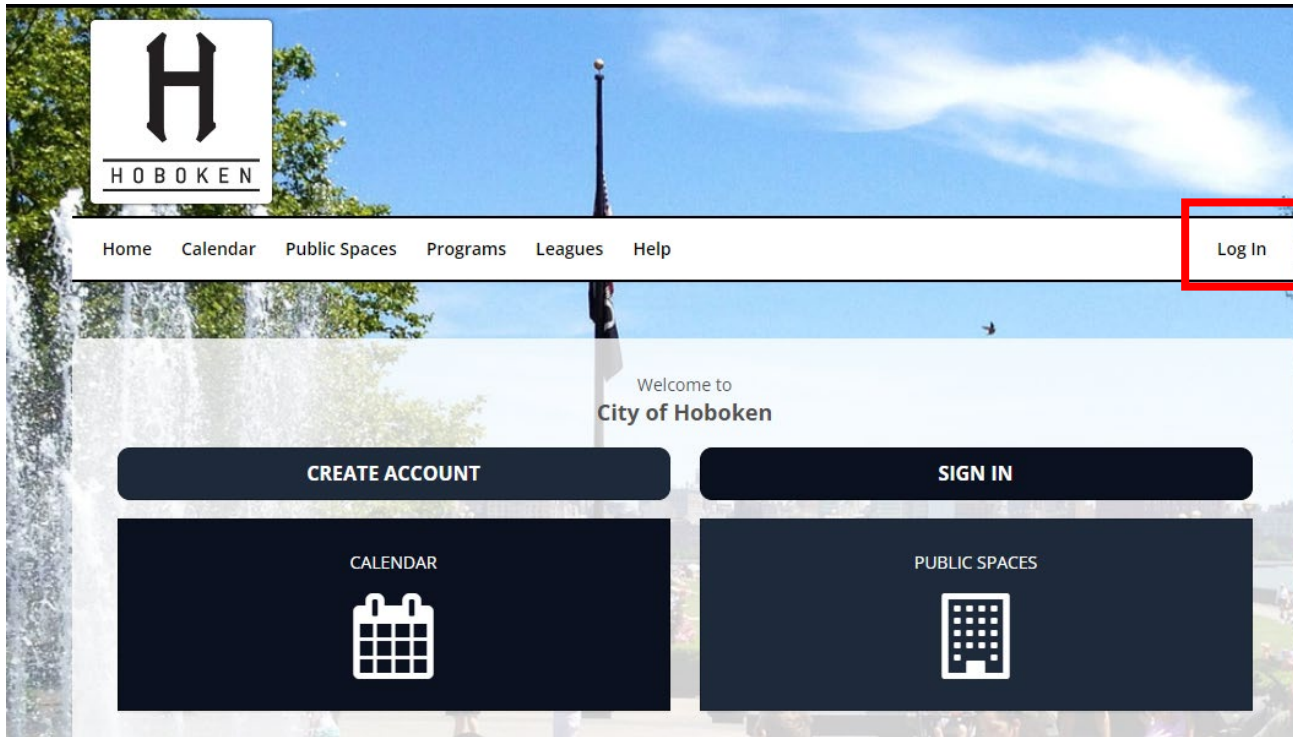


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# A. CREATING AN ACCOUNT IN REC DESK

# CREATING AN ACCOUNT- STEP 1



- Visit: <https://hoboken.recdesk.com/Community/home>
- Click “Log In” → Click “Create New Account”

*Note: If you already have a RecDesk account, you may skip this step and log in, normally.*

# CREATING AN ACCOUNT– STEP 2

Create Account

Name \*

First Name MI Last Name

Primary Phone \*

Primary Email Address \*

example@example.com

Continue >

Already have an account? [Log In](#)

Create Account

General Information

Name \* test MI test

Head of Household ☐ (\*\* This Member is included on email notifications to other Family Members)

Date of Birth \* mm/dd/yyyy

Gender \* Male

Address

Address Line One \*

Address Line Two \*

City \* Hoboken

State/Province \* NJ

Zip/Postal Code \* 07030

Email Address

Email Address \* test@aol.com

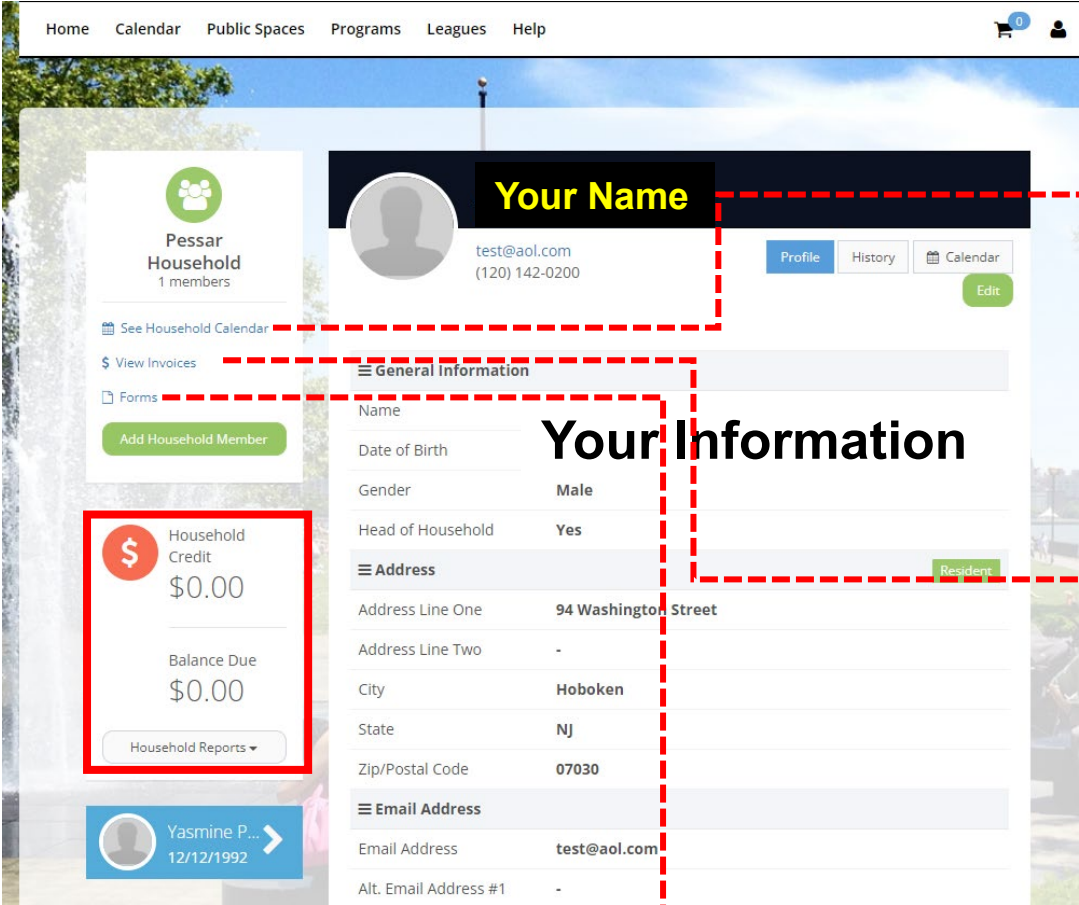
Confirm Email Address \*

- Insert information (e.g., Name, email, DOB...etc.), and hit “Continue.”
- Create Username and Password.

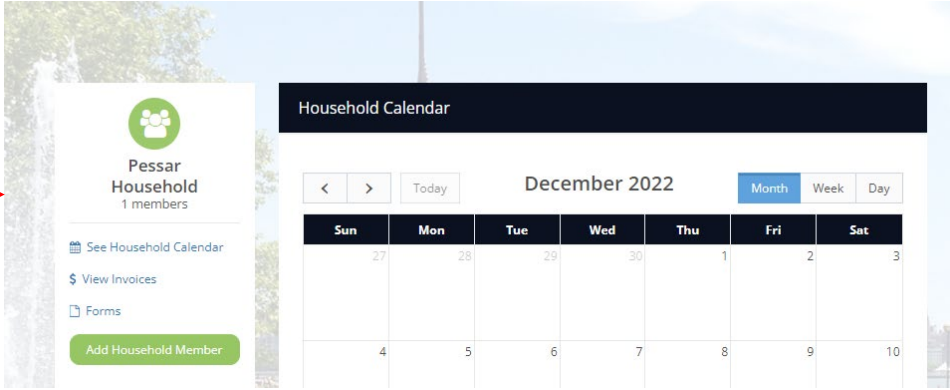
*Note: “Head of Household” is included on email notifications to other Family Members.*



# CREATING AN ACCOUNT- STEP 3

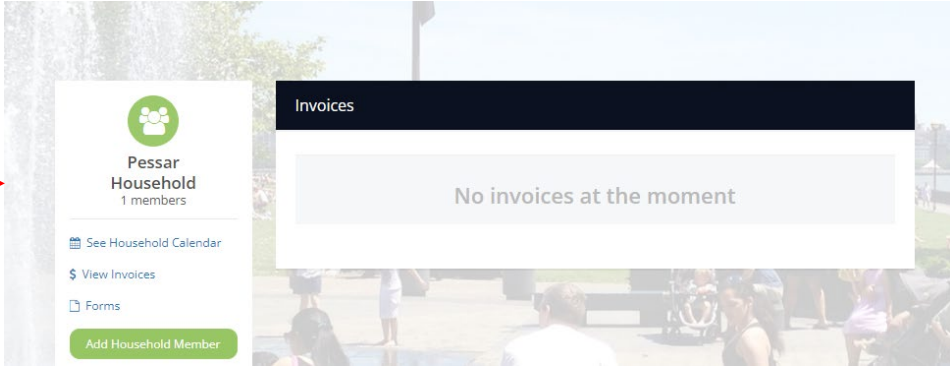


The main profile dashboard is divided into several sections. At the top, there's a navigation bar with links: Home, Calendar, Public Spaces, Programs, Leagues, and Help. Below this, a user profile card shows 'Your Name' with a placeholder email 'test@aol.com' and phone '(120) 142-0200'. To the left of the profile card is a sidebar for 'Pessar Household' (1 member) with links to 'See Household Calendar', 'View Invoices', and 'Forms', along with an 'Add Household Member' button. Below the profile card is a 'General Information' section with fields for Name, Date of Birth, Gender (Male), Head of Household (Yes), Address (94 Washington Street, Hoboken, NJ, 07030), and Email Address (test@aol.com). A red dashed box highlights the 'Household Credit' and 'Balance Due' sections, both showing '\$0.00'. A red dashed line connects these elements to the corresponding sections in the sub-screens on the right.



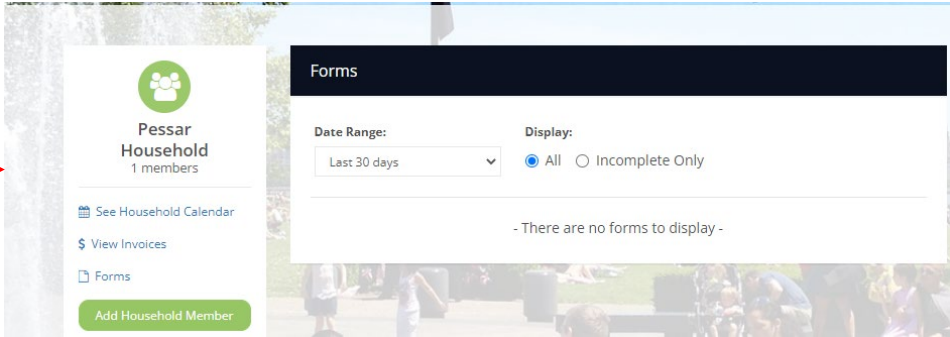
The 'Household Calendar' screen shows a calendar for December 2022. It includes navigation arrows, a 'Today' button, and tabs for 'Month', 'Week', and 'Day' views. The calendar grid shows dates from 1 to 10. On the left sidebar, there are links for 'See Household Calendar', 'View Invoices', 'Forms', and 'Add Household Member'.

Household Calendar



The 'Invoices' screen displays a message: 'No invoices at the moment'. The left sidebar is identical to the other screens, with links for 'See Household Calendar', 'View Invoices', 'Forms', and 'Add Household Member'.

Invoices



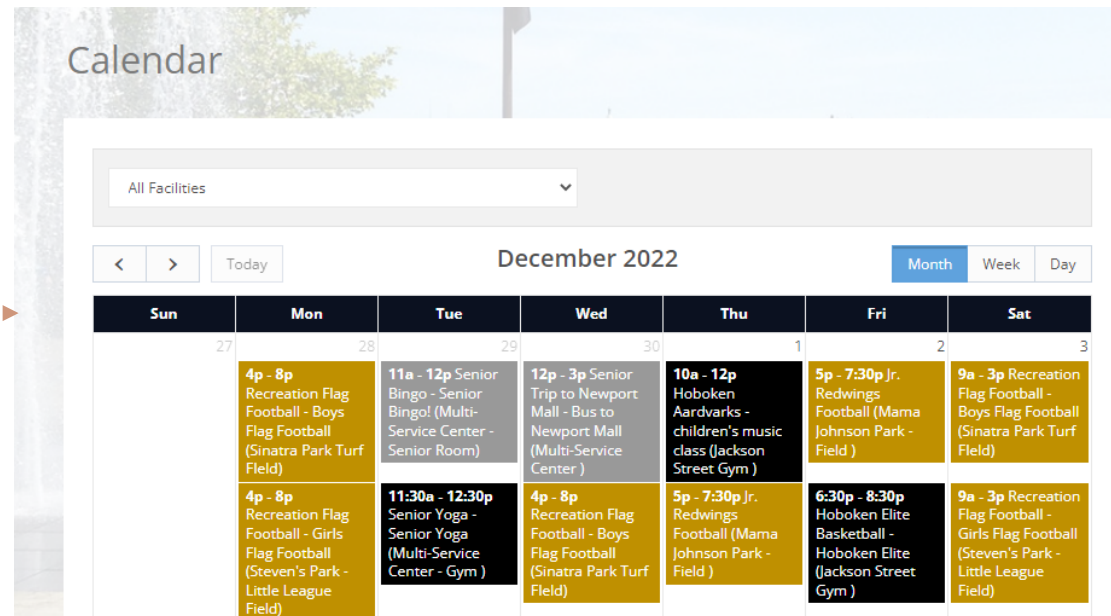
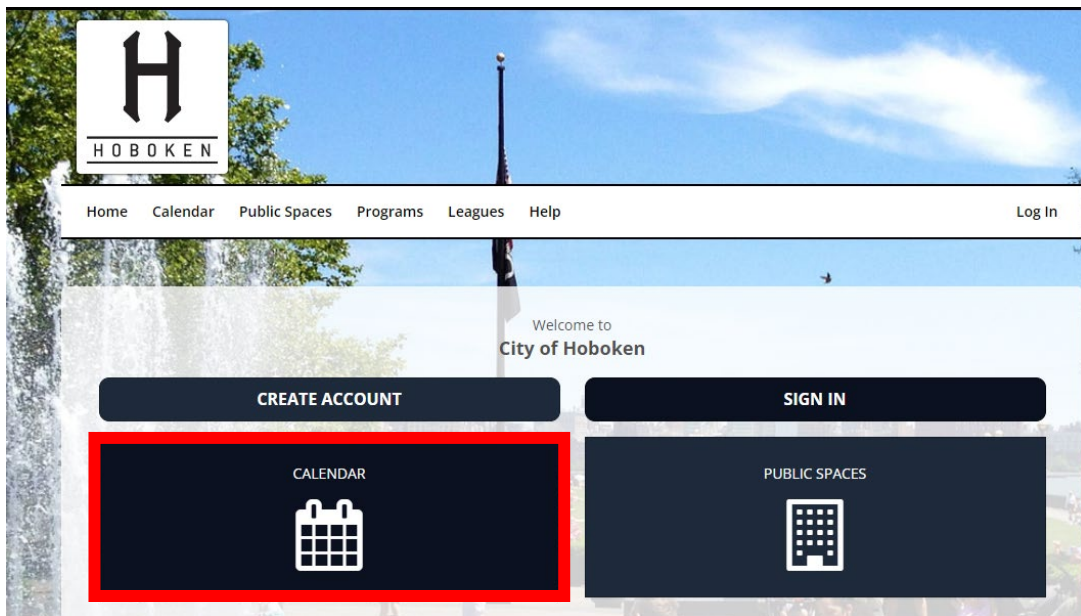
The 'Forms' screen shows a 'Date Range' dropdown set to 'Last 30 days' and a 'Display' section with radio buttons for 'All' (selected) and 'Incomplete Only'. Below this, it states '- There are no forms to display -'. The left sidebar is identical to the other screens.

Forms

- View your Profile Dashboard. You will see Household Calendar, Invoices and Forms here.

## B. HOW TO VIEW THE HOBOKEN CALENDAR

# VIEWING THE CALENDAR – STEP 1



- Visit: <https://hoboken.recdesk.com/Community/home>
- Click “Log In” → Click “Calendar.”



# VIEWING THE CALENDAR – STEP 2

## Calendar

All Facilities

< > Today December 2022 Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
	4p - 8p Recreation Flag Football - Boys Flag Football (Sinatra Park Turf Field)	11a - 12p Senior Bingo - Senior Bingo! (Multi-Service Center - Senior Room)	12p - 3p Senior Trip to Newport Mall - Bus to Newport Mall (Multi-Service Center)	10a - 12p Hoboken Aardvarks - children's music class (Jackson Street Gym)	5p - 7:30p Jr. Redwings Football (Mama Johnson Park - Field)	9a - 3p Recreation Flag Football - Boys Flag Football (Sinatra Park Turf Field)
	4p - 8p Recreation Flag Football - Girls Flag Football (Steven's Park - Little League Field)	11:30a - 12:30p Senior Yoga (Multi-Service Center - Gym)	4p - 8p Recreation Flag Football - Boys Flag Football (Sinatra Park Turf Field)	5p - 7:30p Jr. Redwings Football (Mama Johnson Park - Field)	6:30p - 8:30p Hoboken Elite Basketball - Hoboken Elite (Jackson Street Gym)	9a - 3p Recreation Flag Football - Girls Flag Football (Steven's Park - Little League Field)

## Calendar

1600 Park - Field

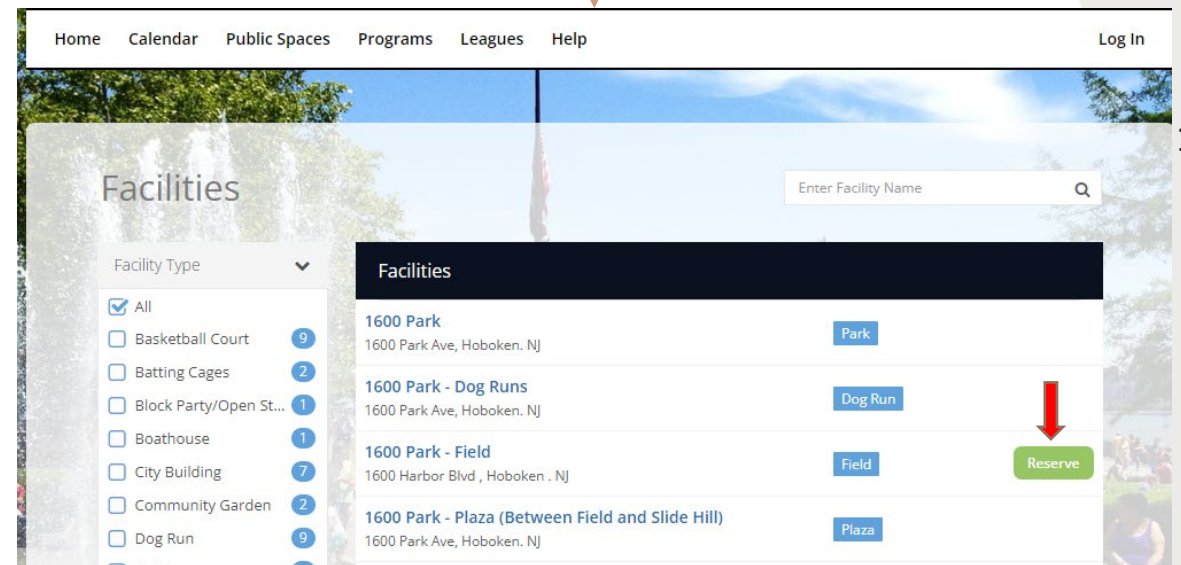
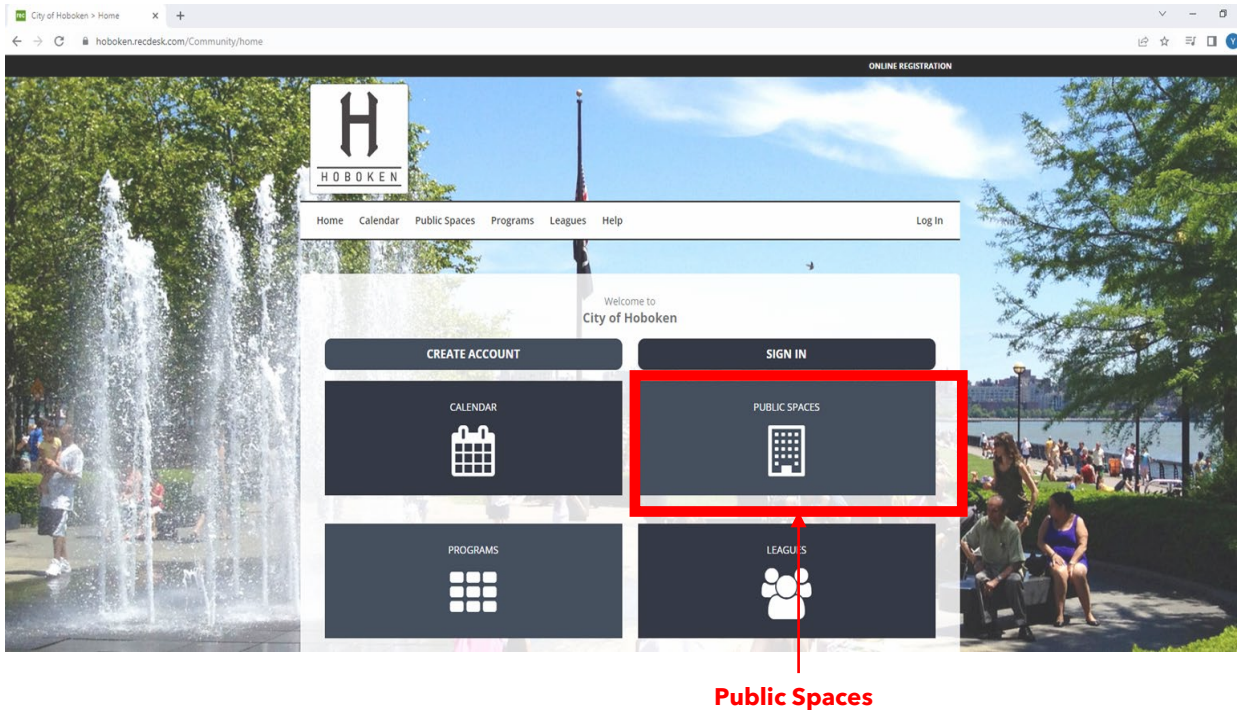
< > Today November 2022 Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
8a - 8p Soccer	4p - 10p Soccer 4p - 10p Soccer	4p - 10p Soccer 4p - 10p Soccer	4p - 10p Soccer 4p - 10p Soccer	4p - 10p Soccer 4p - 10p Soccer	4p - 10p Soccer 4p - 10p Soccer	8a - 8p Recreation Soccer
6	7	8	9	10	11	12
8a - 8p Soccer	4p - 10p Soccer 4p - 10p Soccer	4p - 10p Soccer 4p - 10p Soccer	4p - 10p Soccer 4p - 10p Soccer	4p - 10p Soccer 4p - 10p Soccer	4p - 10p Soccer 4p - 10p Soccer	8a - 8p Recreation Soccer

- Filter the flex calendar to the facility you are looking for.
- For instance, If looking at: 1600 Park – Field, click on the scroll down bar and select “1600 Park – Field.” All the reservations for this facility will then appear.

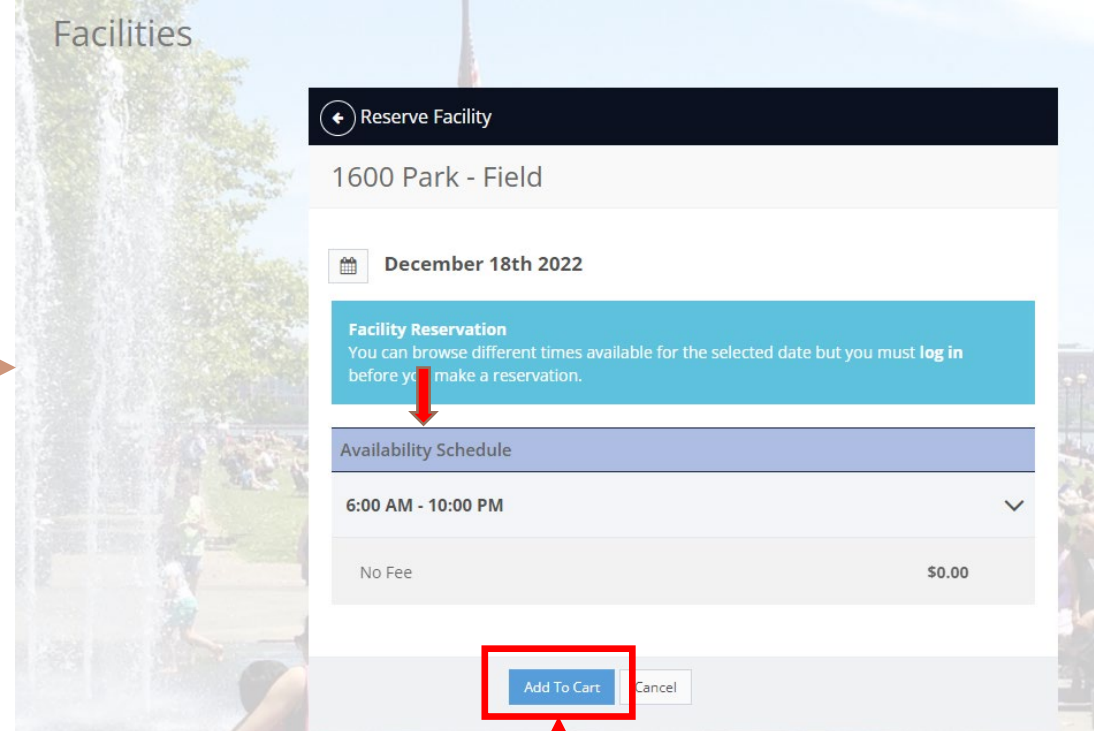
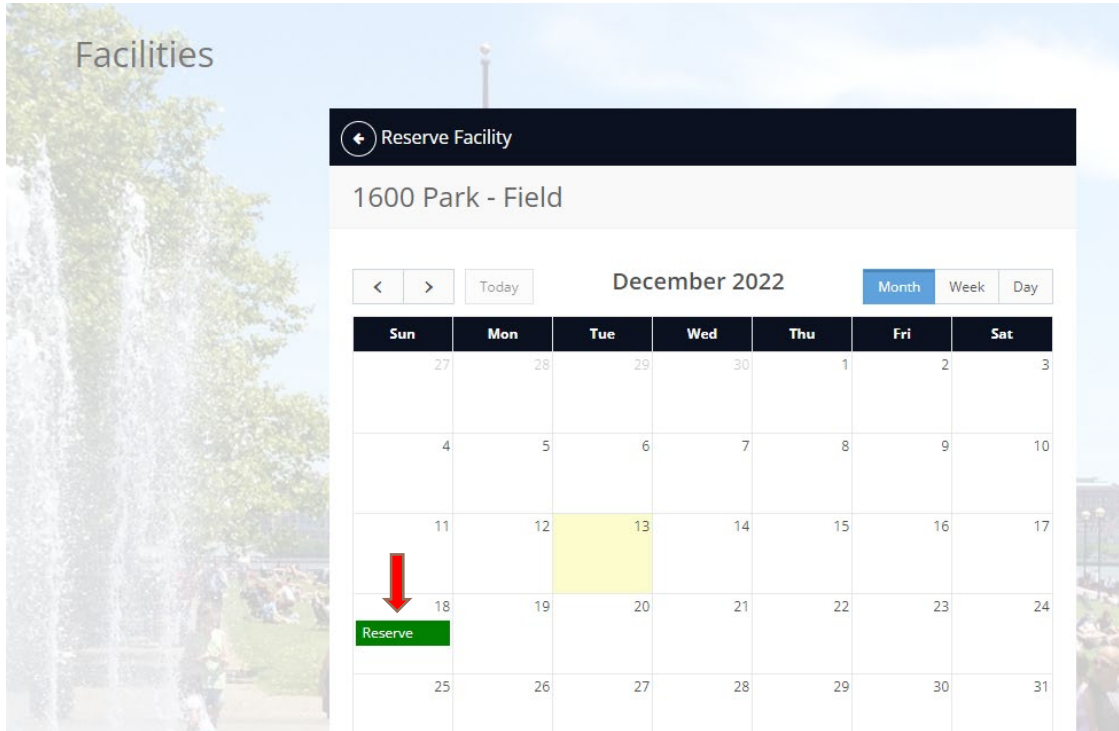
## **C. HOW TO REQUEST AN EVENT AT A CITY OF HOBOKEN PUBLIC SPACE**

# REQUESTING A RESERVATION – STEP 1



- Visit: <https://hoboken.recdesk.com/Community/home>
- Go to “Public Spaces” → “Facilities” page.
- Find your facility and hit “Reserve” Button.

# REQUESTING A RESERVATION – STEP 2



- Click “reserve” for desired/available dates.
- Select time.
- Click “Add to Cart.”



# REQUESTING A RESERVATION – STEP 3

Shopping Cart

Item	Fee + Deposit
1. 1600 Park - Field <a href="#">Remove</a>	\$0.00 due today

Reservation [Yasmine Pessar](#) **\*\* PENDING APPROVAL \*\***

**Date:** 12/18/2022 6:00 AM - 10:00 PM  
**Description:** test  
**Group Size:** 1  
You will be charged **\$0.00** only if your reservation is approved

**Total:** \$0

**Please Note:** you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

[Add New Registration](#) [Go To Checkout](#)

Required Forms

Fill out the following forms to complete the checkout process

**Hoboken Permit Request**  
Reservation - 1600 Park - Field - 12/18/2022 6:00 AM (Yasmine Pessar)

[Complete Form](#)

**You have not completed all the required forms**  
You need to complete all the required forms to finish the checkout process.

0 / 1

[I Have Completed All Forms »](#)

- Select to “Check Out.”
- Accept the waiver. Complete required forms/waivers. Click “Complete Form.”
- Click on “I Have Completed All Forms.” Click “Submit.”

# REQUESTING A RESERVATION – STEP 4

Required Forms

**Hoboken Permit Request**  
Reservation - 1600 Park - Field - 2/4/2023 8:00 AM (Yasmine Pessar)

[← Back to form list](#)

[→ Next](#)

Page 1 of 3

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**HOBOKEN PUBLIC SPACE REQUEST FORM**  
Instructions to request an event or activity at Hoboken parks or public property

**Step 1. Do you need a permit?**

- Hoboken Parks are open to the public.
- The City cannot reserve areas in parks or close parks for private gatherings such as birthdays, engagements, weddings, bridal showers, etc. These gatherings are allowed in parks on an informal, first-come, first-serve basis and must abide by all park rules. **A permit is not required for these types of gatherings.**
- All other proposed events require a permit.
- If you do not know if your event requires a permit or have any other questions before submitting this request, please email [events@hobokennj.gov](mailto:events@hobokennj.gov).

**Step 2. Review available public spaces to reserve**

- For a calendar showing availability at each public space, please visit: [hoboken.recdesk.com](http://hoboken.recdesk.com).
- For a map of parks and public property in Hoboken, please visit: [hobokennj.gov/parks](http://hobokennj.gov/parks).

[← Back to form list](#)

[← Back](#)

[→ Next](#)

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**EVENT INFORMATION**  
Form must be submitted no less than 45 days prior to requested event date.

Applicant Name \*

Organization or Business Name   
📌 If applicable

Email \*

Phone \*

Address \*

- Review instructions. If you need a permit, click “Next” to complete the request form.
- Complete the “Event Information” and click “Next.”



# REQUESTING A RESERVATION – STEP 5

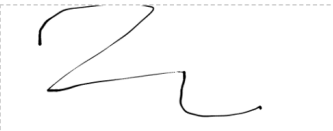
- Upload supporting documentation.
- Scroll to bottom of page. Sign and submit.
- Hit “Submit.”

Applicant Statement

The City's ability to accept any applications, in whole or part, is further subject to space limitations on the area(s) requested by the applicant; rules, restrictions, and permit requirements in Chapter 58 of the Municipal Code of the City of Hoboken; and any other unforeseen circumstances that may arise. Applicant agrees to indemnify, defend, and hold harmless the City from any and all liability or claims, including but not limited to death, serious bodily injury, and property damage, arising from implementation and utilization of City facilities in accordance with this Agreement.

As a representative of the above-named sponsor(s), as Responsible Party, do hereby acknowledge that I am responsible for the removal of all equipment and cleaning the utilized area after every use. I do hereby acknowledge that I have received, read and am legally bound by all park regulations as set forth in chapter 58 of the Municipal Code of the City of Hoboken, and that noncompliance with said requirements may result in citations, fines and/or the loss of this permit.

Signature of Applicant \*



Clear

Date \*

12/21/22

Back

Submit Form

Hoboken Permit Request

Reservation - 1600 Park - Field - 2/4/2023 8:00 AM (Yasmine Pessar)

Back to form list

Back

Submit Form


Page 3 of 3

Submit Application

Upload Documents

Event layout and certificate of insurance are required. Additional documents are required (if applicable) such as: proof of 501(c)3 non-profit status, list of participant fees, list of vendors, tent details and engineer's report, signage details and graphics.

Layout Drawing \*




DROP FILES TO UPLOAD

or click to pick manually

No documents to show

Upload an event layout (i.e., aerial photograph or site plan with event details illustrated). If the event is requested on a public road or sidewalk, 4-ft. wide egress for non-participant pedestrians must be maintained at all times. Per N.J.A.C. 7:7- 9.46 "Hudson River waterfront area," 20-ft. wide public access to and along the main route of the Hudson Waterfront Walkway and on the adjacent piers shall be maintained at all times.

Certificate of Insurance \*



H

HOBOKEN

# REQUESTING A RESERVATION – STEP 6

Required Forms

Required Forms

Fill out the following forms to complete the checkout process

**Hoboken Permit Request** [View/Edit Form](#)

Reservation - 1600 Park - Field - 2/4/2023 8:00 AM (Yasmine Pessar)

You have completed all the required forms  
You can now proceed to checkout.

[I Have Completed All Forms »](#)

Checkout

No Payment Due

Total Amount Due \$0.00

No payment is due! Please click **Continue** to complete the registration process.

[Continue](#) [Cancel](#)

Checkout Complete

Reservation Approval request(s) successfully submitted!

**Success!** Your Program Registration request(s) have been successfully processed. if you have an email address on file, a confirmation receipt will be sent to that address.

**Share now on Facebook!**  
Tell your friends and family what you're up to.

Registration Items



test	\$0
Pending Reservation	<a href="#">Share</a>

[Go to My Account](#)  
[Go to Home Page](#)

- Click “I have completed all forms.”
- Click “Check Out.” → Click "Continue.”
- Reservation will be pending, until approved by Hoboken Administrative Staff.

# REQUESTING A RESERVATION – STEP 7

Pending Reservation from City of Hoboken

 RecDesk <auto@recdesk.com>  
To  Yasmine Pessar

\*\* Do NOT respond to this email. This email address is not monitored. \*\*

Thank you for reserving facilities with City of Hoboken . The following is a summary of your Pending Reservation(s). Please contact City of Hoboken with any questions.

## Pending Reservation(s)

Reservation Id: 1312119  
Title: test

Date(s) and Time(s)

1600 Park - Field test 2/4/2023 8:00 AM 2/4/2023 10:00 PM

---

## Additional Notes

1600 Park - Field  
Open from 8am - dusk.

- You have now successfully requested a reservation.
- You will receive an email (example above) with your request details.

## PLEASE NOTE:

- **Request forms must be submitted 45 days prior to the proposed date.**
  - The City may not consider requests submitted less than 45 days prior to the proposed date.
  - For recreation programs, request forms shall not be submitted more than one season prior to the proposed date.
- **Submission of the request form does not constitute approval or confirm any reservation of a public space in Hoboken.**
  - Scheduling is subject to space limitations, priorities of usage for designated park facilities or recreation facilities, rules, restrictions, and permit requirements in Chapter 58 of the Municipal Code of the City of Hoboken; and any other unforeseen circumstances that may arise.
- **Fees are not assessed when the form is submitted, but if/when the request is approved.**
  - Failure to secure the additional required permits, inspections, or services and/or pay the invoice within 14 days prior to the event date shall void any permit approval.

# EVENT FEE BREAKDOWN



Fee Type	Rate
Rental Fee: Park Area - Nonprofit	\$25/hour or \$25/class (up to 2 hours)
Rental Fee: Park Area - Hoboken Business	\$25/hour or \$25/class (up to 2 hours)
Rental Fee: Park Area - Other Business	\$150/hour or \$150/class (up to 2 hours)
Rental Fee: Recreation Facility - Nonprofit	\$50/hour (minimum of 3 hours)
Rental Fee: Recreation Facility - Business	\$125/hour or \$125/class (minimum of 3 hours)
Event Fee: Nonprofit - <25% Park	\$200
Event Fee: Nonprofit - 25%-50% Park	\$400
Event Fee: Private - <25% Park	\$2,400
Event Fee: Private - 25%-50% Park	\$4,000
Event Fee: General - <25% Park	\$600
Event Fee: General - 25%-50% Park	\$2,000

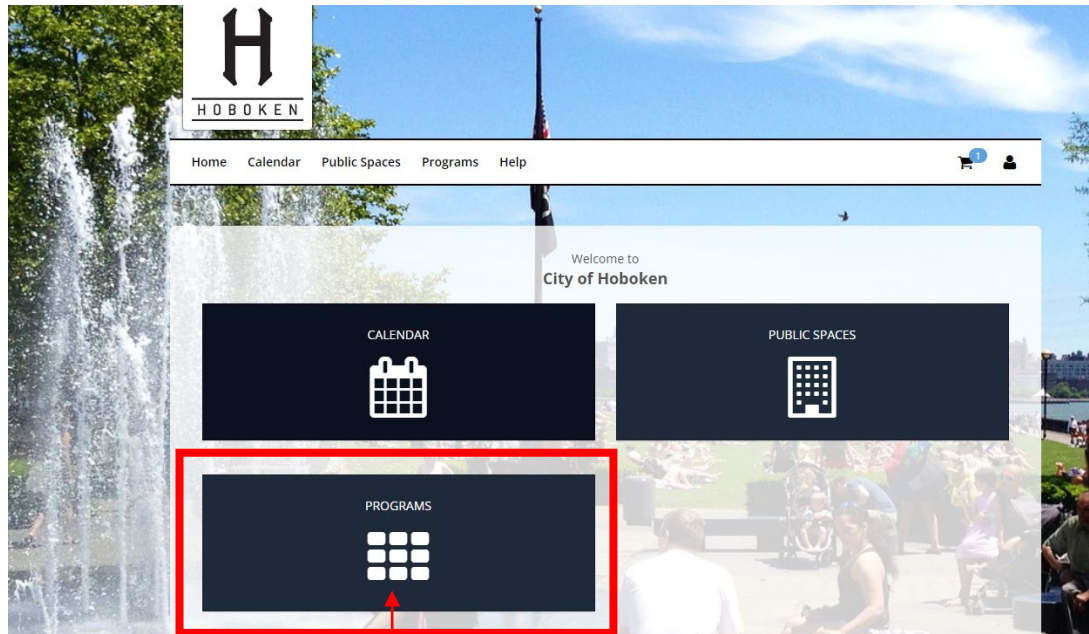
Fee Type	Rate
Amplified Sound	\$300
Amplified Sound Rental	\$100/hour
Barricades Rental	\$2/barricade
Chairs Rental	\$1/chair
Dumpster Rental - 2 CY dumpster	\$25 plus 0.5 tons x HCIA tipping fee at time of permit approval
Dumpster Rental - 5 CY dumpster	\$50 plus 1.4 tons x HCIA tipping fee at time of permit approval
Dumpster Rental - 20 CY dumpster	\$200 plus 5.4 tons x HCIA tipping fee at time of permit approval
Emergency Management Personnel	\$30/hour/employee
Extended Event Time: 18 Hours - 48 Hours	\$1,000
Extended Event Time: 49 Hours - 96 Hours	\$2,000
Extended Event Time: 97 Hours - 168 Hours	\$4,000

Fee Type	Rate
Field Lighting	\$300
Fireworks Display	\$1,500
Generator Rental: 75kW generator	\$50 plus 150 gallons x U.S. EIA average price per gallon for diesel fuel at time of permit approval
Generator Rental: 100kW generator	\$100 plus 250 gallons x U.S. EIA average price per gallon for diesel fuel at time of permit approval
Inflatables	\$1,000/inflatable
Open Flame or Cooking	\$300
Police Officers	Refer to §59A-23 Outside police personnel
Sanitation Personnel	\$30/hour/employee
Stage	\$500
Tables Rental	\$20/table
Temporary No Parking Signs	Refer to §190-12.1 Sale and use of temporary no-parking signs
Tent	\$500
Waste Receptacle Rental	\$5/receptacle

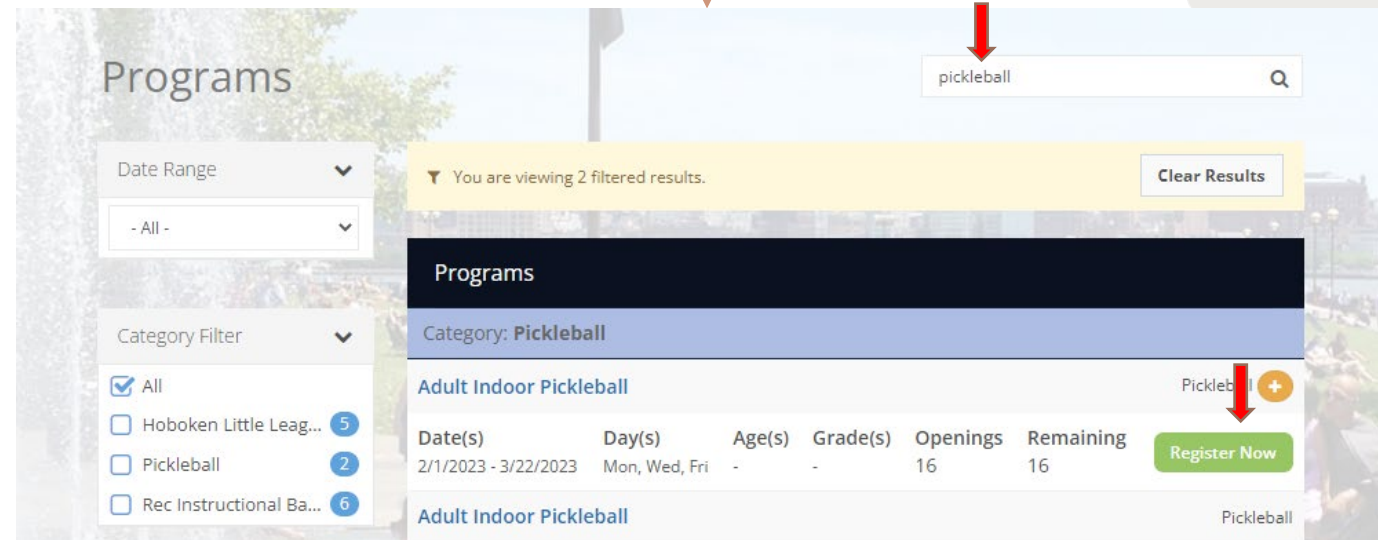
## **D. HOW TO REGISTER FOR A RECREATION PROGRAM**



# REGISTERING FOR A REC PROGRAM– STEP 1



**Programs**



- Visit: <https://hoboken.recdesk.com/Community/home>
- Go to “Programs” → “Programs” page.
- Find your program, using the search bar. Click on program (in this example, Pickleball). Click “Reserve.”

# REGISTERING FOR A REC PROGRAM– STEP 2

Programs

### Program Registration

→ Program \* Adult Indoor Pickleball - (Start Date: 2/1/2023) ▼

→ Member \* - Select Member - ▼

**Please Note:** This is the actual Program Registrant, **not** the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, go to your Profile and click Add Household Member

→ Fee Type \* - Select Fee Type - ▼

Note

**Save** Cancel

Shopping Cart

### Shopping Cart

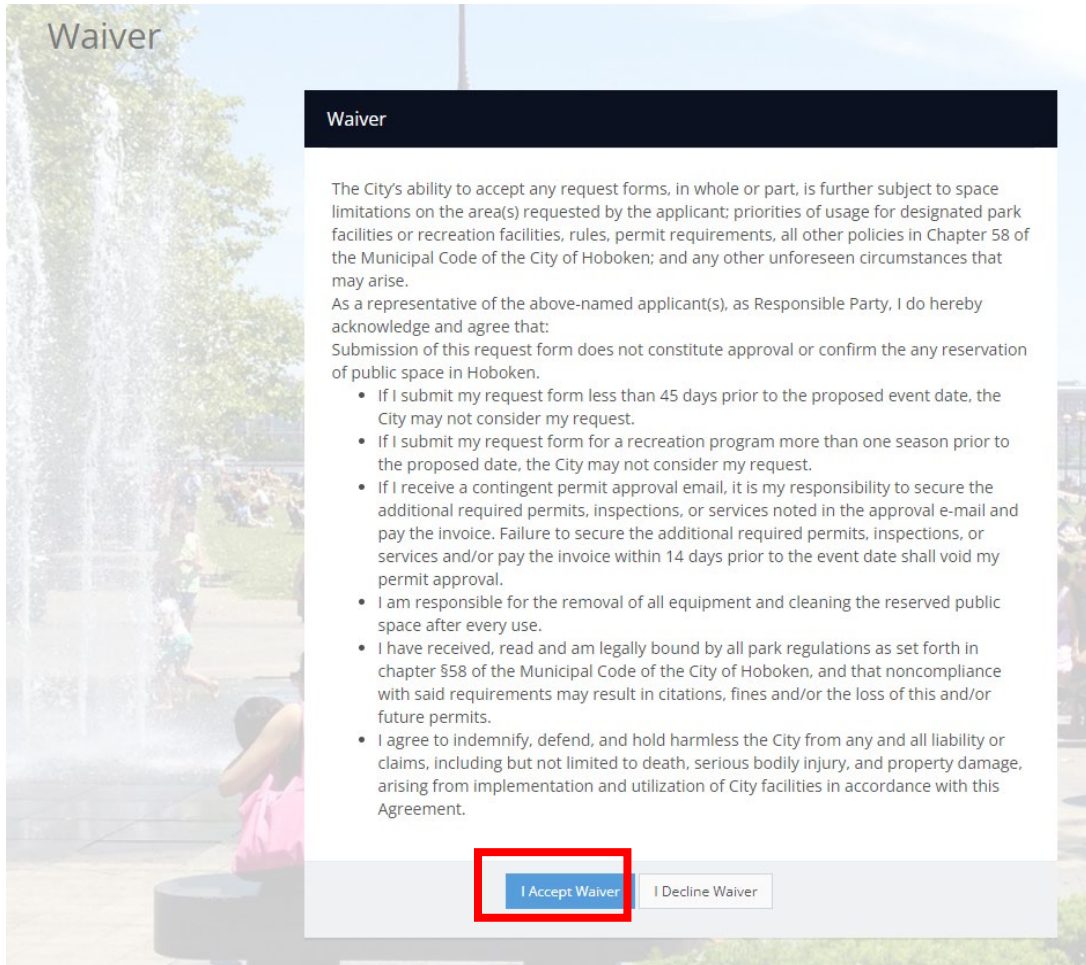
Item	Fee + Deposit
1. Adult Indoor Pickleball <a href="#">Edit</a> <a href="#">Remove</a>	\$60.00
Registration <a href="#">Yasmine Pessar</a>	
<a href="#">Register another HOUSEHOLD MEMBER for this program &gt;</a>	
<b>Total:</b> \$60.00	

**Please Note:** you **MUST** go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

[Add New Registration](#) **Go To Checkout**

- Go to “Program Registration.” Select your program from the drop-down menu.
- Select “Member” + “Fee Type” (drop-down menu). Click “Save.”
- Go to “Check Out.”

# REGISTERING FOR A REC PROGRAM- STEP 3



The screenshot shows a 'Waiver' form with a black header. The text explains that the City's ability to accept request forms is subject to space limitations and other policies. It then states that the applicant, as a Responsible Party, acknowledges and agrees that the submission of the request form does not constitute approval. A list of conditions follows, including submission deadlines, permit requirements, and liability. At the bottom, there are two buttons: 'I Accept Waiver' (highlighted with a red box) and 'I Decline Waiver'.

**Waiver**

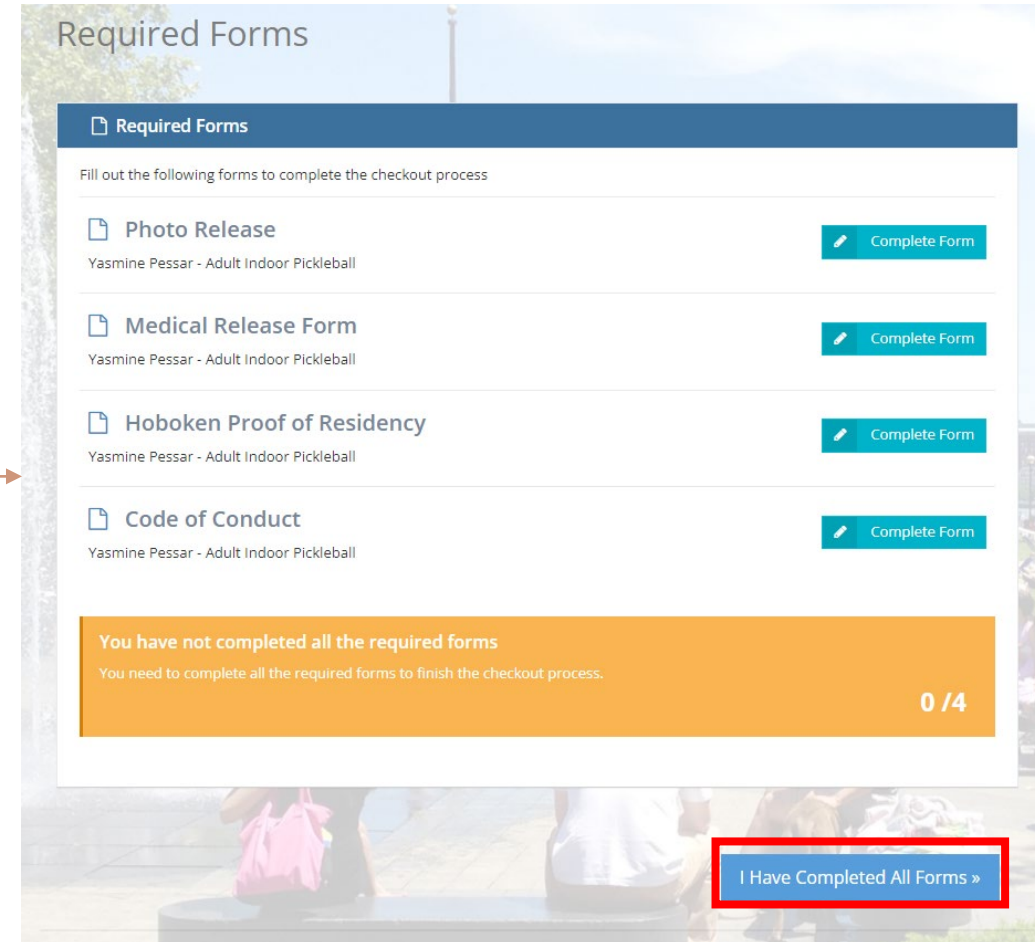
The City's ability to accept any request forms, in whole or part, is further subject to space limitations on the area(s) requested by the applicant; priorities of usage for designated park facilities or recreation facilities, rules, permit requirements, all other policies in Chapter 58 of the Municipal Code of the City of Hoboken; and any other unforeseen circumstances that may arise.

As a representative of the above-named applicant(s), as Responsible Party, I do hereby acknowledge and agree that:

Submission of this request form does not constitute approval or confirm the any reservation of public space in Hoboken.

- If I submit my request form less than 45 days prior to the proposed event date, the City may not consider my request.
- If I submit my request form for a recreation program more than one season prior to the proposed date, the City may not consider my request.
- If I receive a contingent permit approval email, it is my responsibility to secure the additional required permits, inspections, or services noted in the approval e-mail and pay the invoice. Failure to secure the additional required permits, inspections, or services and/or pay the invoice within 14 days prior to the event date shall void my permit approval.
- I am responsible for the removal of all equipment and cleaning the reserved public space after every use.
- I have received, read and am legally bound by all park regulations as set forth in chapter 558 of the Municipal Code of the City of Hoboken, and that noncompliance with said requirements may result in citations, fines and/or the loss of this and/or future permits.
- I agree to indemnify, defend, and hold harmless the City from any and all liability or claims, including but not limited to death, serious bodily injury, and property damage, arising from implementation and utilization of City facilities in accordance with this Agreement.

[I Accept Waiver](#) [I Decline Waiver](#)



The screenshot shows a 'Required Forms' page with a blue header. It lists four forms: Photo Release, Medical Release Form, Hoboken Proof of Residency, and Code of Conduct. Each form has a 'Complete Form' button. At the bottom, there is an orange banner stating 'You have not completed all the required forms' and 'You need to complete all the required forms to finish the checkout process.' Below this, there is a button 'I Have Completed All Forms »' (highlighted with a red box). The progress indicator shows '0 / 4'.

**Required Forms**

Fill out the following forms to complete the checkout process

<a href="#">Photo Release</a> Yasmine Pessar - Adult Indoor Pickleball	<a href="#">Complete Form</a>
<a href="#">Medical Release Form</a> Yasmine Pessar - Adult Indoor Pickleball	<a href="#">Complete Form</a>
<a href="#">Hoboken Proof of Residency</a> Yasmine Pessar - Adult Indoor Pickleball	<a href="#">Complete Form</a>
<a href="#">Code of Conduct</a> Yasmine Pessar - Adult Indoor Pickleball	<a href="#">Complete Form</a>

**You have not completed all the required forms**  
You need to complete all the required forms to finish the checkout process.

**0 / 4**

[I Have Completed All Forms »](#)

- Accept Waiver and complete forms.

# QUESTIONS?

**Email Us:**

[events@hobokennj.gov](mailto:events@hobokennj.gov)

