

-TOWN OF GLENVILLE- PARK USE PERMIT APPLICATION



GENERAL CONDITIONS

- 1) ALL RESERVED AND CASUAL USE OF PARKS MUST ADHERE TO PARK RULES AND REGULATIONS
- 2) PERMIT REQUIRED FOR ALL RESERVED USE OR BY GROUPS OF 25 OR MORE
- 3) NO ALCOHOL ALLOWED
- 4) PARKS ARE OPEN SUNRISE TO SUNSET

PERMIT CONDITIONS

- 1) FACILITY IS NOT RESERVED UNTIL ALL PERMITS AND FEES ARE RECEIVED
- 2) INSURANCE
 - a) GROUPS UNDER 25 - NO INSURANCE REQUIRED
 - b) GROUPS OF 25-50 - CERTIFICATE OF INSURANCE NAMING TOWN OF GLENVILLE ADDITIONAL INSURED; MINIMUM LIMITS OF LIABILITY: \$300,000
 - c) GROUPS OF 51+ - CERTIFICATE OF INSURANCE NAMING TOWN OF GLENVILLE ADDITIONAL INSURED; MINIMUM LIMITS OF LIABILITY: \$1,000,000

3) DEPOSIT

ALL PERMITS REQUIRE A REFUNDABLE SECURITY DEPOSIT OF \$250 AT THE TIME OF APPLICATION – CHECKS ONLY ACCEPTED – DEPOSIT CHECK WILL BE RETURNED WITHIN 2 BUSINESS DAYS FOLLOWING THE PERMITTED EVENT

4) FEES

- A) ALL PERMITS: \$15 ADMINISTRATIVE FEE
- B) RENTAL RATES: HOURLY (INCLUDES SET-UP TIME AND CLEAN-UP TIME)

	<u>Community/Youth/501(c)(3)</u>	<u>Other</u>
1) Pavilion – Indian Meadows (IM)	\$5	\$10
2) Baseball Fields – IM	\$10	\$20
3) Softball Fields – IM	\$10	\$20
4) Soccer Fields – IM	\$10	\$20
5) Pop Warner Fields – IM	\$10	\$20
6) Soccer Fields – Maalwyck Park	\$10	\$20

FEES MAY BE WAIVED/AMENDED BY DIRECTOR OF PARKS UPON WRITTEN REQUEST (e.g., EMPIRE STATE GAMES, CHARITABLE BENEFIT EVENT)

EXAMPLES:

1) Pavilion, 5-8 PM, 30 people, Community Group

Required: PERMIT APPLICATION, \$15 ADMINISTRATIVE FEE, CERTIFICATE OF INSURANCE (\$300,000), \$250 DEPOSIT, \$15 RENTAL FEE

2) Playing fields (2), 8 AM – Noon, 100 people, Other Group

Required: PERMIT APPLICATION, \$15 ADMINISTRATIVE FEE, CERTIFICATE OF INSURANCE (\$1,000,000), \$250 DEPOSIT, \$160 RENTAL FEE

Rev. 5/7/08

SEE APPLICATION FORM BELOW

