

# **-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)

**Indian Meadows Park**

Baseball Fields – 3 hr. rental - \$100 un-prepped (lines/bases/etc.); \$150 prepped  
Baseball Pavilion – 2 hr. minimum – 25 – 50 persons - \$50/hr./ 50+ persons - \$100/hr  
Soccer Fields - \$50/hr.  
Pop Warner Fields - \$50/hr  
Softball Fields - \$20/hr.  
Playground area Pavilion - \$10/hr.

**Maalwyck Park**

Soccer fields - \$50/hr.

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

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

**SEE APPLICATION BELOW**

