

-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.
Main Pavilion – 2 hr. minimum – 25 – 50 persons - \$50/hr./ 50+ persons - \$100/hr
Pavilion concession in addition to the pavilion rental - \$25/hr. with a Max cost of \$100 per day.

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, \$30 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

Submit completed application to Town Parks, 18 Glenridge Road, Glenville, NY 12302. Upon submission of application/permit for use of park facilities in the Town of Glenville, all required fees, deposits, and insurance shall be submitted prior to reservation. A copy will be signed by the Park Director or designee and returned to you and must be available for presentation to authorities upon request during use of the facility under the permit.



Copies: Dept., PD, Security Worker