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.

Rev. 2008; 2010; 2015; 2022
Pursuant to the ordinance of rules and regulations governing the use of town facilities, the undersigned does hereby apply for a permit to use the following facilities of said park for the times, dates and purposes indicated, and in so doing, does hereby certify that all persons connected with the group or organization authorized to use said facility under the applied for permit, will comply with all rules and regulations governing the lands, and shall inspect the facilities to be used under the permit prior to use.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she on behalf of the above indicated organization does hereby covenant and agree to defend, indemnify, and hold harmless the Town of Glenville, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Glenville’s property, facilities and/or services by the above indicated organization.

COMPLETE ALL SECTIONS

1. Name of applicant, organization or individual: ________________________________

2. Address of applicant, organization or individual: ________________________________

3. E-mail address: ________________________________

4. Park facility requested for use: Indian Meadows Park_____  Maalwyck Park_____ Sanders Preserve_____  

5. Activity: ________________________________

6. Dates requested for facility use: (attach schedule if necessary) ________________________________

7. Description of activity: ________________________________

8. Number of people in activity: ______  Time requested: arrival ______ departure ______

9. Name of person responsible for activity: ________________________________

Address: ________________________________

Work Phone No.____________________

Home/cell Phone No.____________________

Day of event contact No.____________________

Date ________________________________ Signature ________________________________

FOR OFFICE USE ONLY

APPLICATION APPROVED AND PERMISSION IS HEREBY GRANTED FOR THE INTENDED USE.

Date:____________________

RECEIVED

GLENVILLE PARKS DIRECTOR

Administrative Fee ($15) __________

Rental Fee __________

Deposit ($250) __________

Insurance Certificate __________

Copies: Dept., PD, Security Worker