

-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, \$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

