

SWEDEN/CLARKSON RECREATION

Application for Park Facility Use

Sweden/Clarkson Recreation Department, 4927 Lake Road, Brockport, NY 14420

Date of Application: _____ Date Requested: _____

RESPONSIBILITIES OF THE REQUESTER: (Unless otherwise stated on this form)

1. The representative of the group or organization requesting the use of the facility shall complete and sign this request form and file it with the Recreation Department.
2. Any group or organization using Town facilities must agree to enforce all rules and regulations in effect to ensure safety.
3. If equipment, apparatus, decorations, or other unusual items are brought onto Town property, it must be so stated on this application, and all regulations set forth by the Town must be followed. The Town is not responsible for any liability for damage to supplies and/or equipment. (Please note under comments and special conditions on attached sheet.)
4. Storage of non-Town property is limited to the duration of the event and must be removed promptly after your function.
5. Any organization that leases or uses parts of any building or grounds, including sports fields, must provide the Town with a Certificate of Insurance, naming the Towns of Sweden/Clarkson as additional insured, for the minimum amount of \$1,000,000.
6. Parking will only be permitted within the designated parking areas adjacent to each pavilion being reserved.
7. Any event involving over fifty (50) cars must have someone from the event directing parking at the beginning and end of the event.
8. All picnic tables must be put back in original position before leaving.

TOWN OF SWEDEN/CLARKSON POLICIES:

1. All facility use will be subject to all rules and regulations set forth in of the Town Code Book.
2. Town facilities, including sports fields, will be permitted on a first-come basis. Any governmental use shall take precedence over any other scheduled activity.
3. Applications will not be accepted more than twelve (12) months in advance of date requested.
4. Park fees will be levied according to the fee schedule, with fees adjusted for non-resident use. All fees will be due at the time the application is submitted. Cancellations must be made thirty (30) days prior to the scheduled event in order to receive a refund. There will be a \$10.00 processing fee charged on all refunds. (Park fees listed on attached sheet.)
5. No requests will be handled over the phone. Requests must be handled in person at the Sweden/Clarkson Recreation Department, 4927 Lake Road, or through the mail or drop box. To be considered, all requests must include a completed application accompanied by the park facility use fee, payable by check or exact amount of cash.
6. Checks should be made payable to **Town of Sweden** for Sweden Parks & **Town of Clarkson** for Clarkson Parks
7. There will be no rain dates issued.
8. All persons will be responsible for cleaning and restoration of area after event. All damages must be reported. A charge will be assessed for any damages that have not been reported, or for any cleaning or rearranging that has not been done. Damages must be reported to the Recreation Department by 12 noon of the next business day.
9. Alcoholic beverages are permitted in the immediate area of the rental facility (not in the immediate area of sport's fields), provided that service and consumption of alcohol complies with New York State Law and that the proper alcohol permit has been completed and filed with the Recreation Department (no additional fee). Alcohol permits are available from the Recreation Department.
10. Absolutely no glass bottles of any kind are allowed in park.
11. Carry-in/Carry-out Policy: All trash cans have been removed. It is your responsibility to keep the park clean and take care of your own garbage.
12. Any activities deemed by the Sweden Town Board to be high-risk or outside the normal scope of operation may require proof of insurance in additional amounts that may exceed \$1,000,000 as well as prior approval from the Town Board.
13. Person signing this permit must be at least 21 years of age.
14. Park pavilion and sports field rental hours shall be from 9 a.m. to dusk.
15. The changing of any goal posts, nets and/or striping will be done by Town personnel only.

16. No pets allowed on park property.

It is hereby agreed that the below-named organization will be fully responsible for the care of the buildings, grounds and equipment as well as for the supervision of all persons coming onto Town premises in connection with this activity; and said organization further agrees to reimburse the Town(s) in full for any damages to Town(s) facilities or equipment resulting from use as requested herein. I certify that the below-named organization carries insurance in a sufficient amount to cover such damage to Town buildings or equipment as well as any claims for personal injury in the event of a claim of whatsoever kind or nature against the Town of Sweden and/or the Town of Clarkson as a result of the presence or activities of the below-named organization, its members, employees, invitees, licensees or guests on Town property, and in the event that such a claim is not fully and completely covered by the below-named organization's insurance, the organization by its duly authorized representative whose signature appears below, agrees to indemnify the Town of Sweden and the Town of Clarkson against any liabilities, losses, and damages of any nature whatsoever that the Town(s) shall or may at any time sustain or be put to reason of such claim. It is further resolved that the fee indicated herein will be paid immediately to the Town of Sweden.

I have read the regulations set forth on this form, and I do hereby certify that I have been duly authorized by the below-named organization which I represent to enter into this agreement and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated herein.

Name of Representative (Must be ≥ 21 years old)

Signature of Representative

Address of Above (Street)

Name of Organization

City State Zip Code

Home Phone

Work Phone

OFFICE USE ONLY

Certificate of Insurance Provided: _____ YES

Date Recorded on Calendar: _____

Fee Due: _____ Date of Payment: _____

Director's Initials: _____

**SWEDEN/CLARKSON RECREATION DEPARTMENT
PARK FEES**

Fee to secure sport's fields, lawn areas and/or pavilions:

Residents:	\$50.00 per pavilion or sport's field per four hour block
Non - Residents:	\$75.00 per pavilion or sport's field per four hour block
Field Preparation:	\$25.00 per field per day

Checks Payable to Town of Sweden for Sweden Parks & Town of Clarkson for Clarkson Parks

ABSOLUTELY NO GLASS BOTTLES ALLOWED WITHIN PARK BOUNDARIES.

1. Contact person #1: _____ Phone: _____
2. Contact person #2: _____ Phone: _____
3. Type of event: _____
4. Date(s): _____ of use. From: _____ to _____
5. Indicate general area(s) or sport's fields requested: (refer to map on back)

6. Indicate any goal or striping requirements (if applicable): _____

7. Size of group in attendance: _____
NOTE: The group size for renting a pavilion shall not exceed 125 individuals.
8. **NOTE:** Please leave all charcoal ash in the grills provided at each pavilion.
9. Will alcohol be made available at this function? YES _____ NO _____
Alcohol Permit attached? _____ YES
10. Additional comments, special conditions: _____

OFFICE USE ONLY

Field Requirements: _____

Park Personnel Notified: _____ YES Who Notified: _____ Date: _____

APPROVED BY: _____
Recreation Director

Make sure you receive:

1. A copy of this permit.
2. A map designating your pavilion area.
3. A copy of your alcohol permit (if necessary).

IMPORTANT: Have these copies in your possession on your rental day.

THANK YOU AND ENJOY YOUR SPECIAL EVENT.
(See Map on Reverse Side)

SWEDEN/CLARKSON RECREATION DEPARTMENT
Application for Alcohol Permit

Date of Application: _____ Date Requested: _____

Name of Person/Organization Reserving Facility: _____

Name of Representative (must be ≥ 21 years of age): _____

Home Phone: _____ Work Phone: _____

General Area of Requested Use: _____

*New York State Law = Alcohol cannot be dispensed to minors under the age of 21 years.

*Absolutely no glass bottles of any kind will be allowed as part of your function.

*Absolutely no hard liquor (**only alcohol allowed is beer and wine**).

*The consumption of alcoholic beverages is permitted only within the immediate area of the rental facility.

I have read and understand the Town policies for facility rentals listed in the Town's Application for Facility Use form; and further recognize how sections #9 and #10 directly relate to the dispensing of alcoholic beverages. Therefore, I do hereby certify that I have been duly authorized by the above-named organization to enter into agreement with the Town and will be responsible for upholding the rules for the dispensing and consuming of alcoholic beverages.

Signature of Representative

OFFICE USE ONLY

Copy given to organization _____ YES Date _____