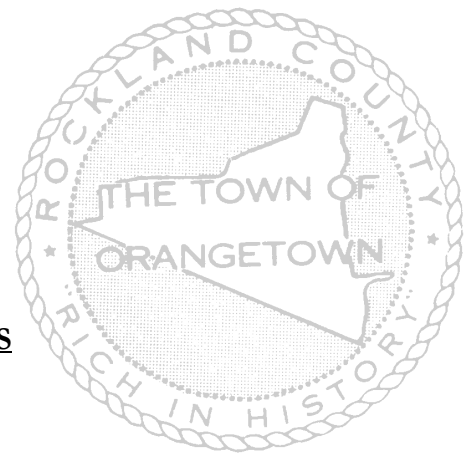


TOWN OF ORANGETOWN  
DEPARTMENT OF PARKS, RECREATION & BUILDINGS  
81 HUNT ROAD, ORANGEBURG, NY 10962  
(845) 359-6503 \* Fax (845)-359-6991  
recreation@orangetown.com



**APPLICATION FOR USE OF PUBLIC PARK/TOWN FACILITIES**

**Date:** \_\_\_\_\_

\_\_\_\_\_ Hereby applies for use of  
(Name of Organization)

(Name of Park or Facility)	(Date(s))	(Days of Week)	(Times)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**For the following purpose (give details):** \_\_\_\_\_

**Will admission be charged?** \_\_\_\_\_ **Purpose of Proceeds?** \_\_\_\_\_

**Additional Services Needed (specify):** \_\_\_\_\_

**If permit is granted, applicant agrees to comply with Town of Orangetown Code Section 7A, all rules and regulations attached herewith, and all fees are due at time of acceptance.**

**Name of Applicant:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ @ \_\_\_\_\_  
(Please Print)

**Address:** \_\_\_\_\_

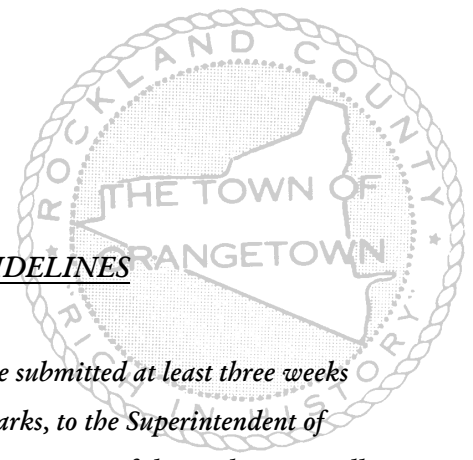
**Telephone #:** \_\_\_\_\_ **(Work/Day)** \_\_\_\_\_ **(Home)**

**Signature of Applicant:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Fee Due:** \_\_\_\_\_

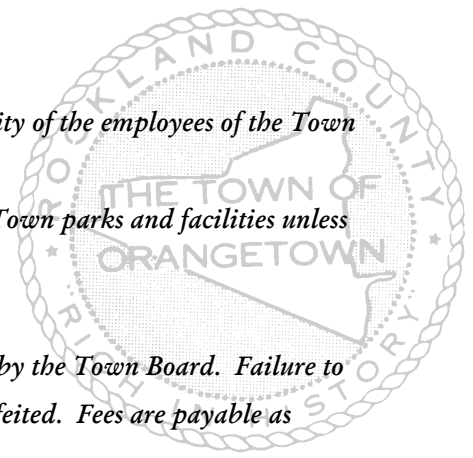
**Payment Received:** \_\_\_\_\_ **Certificate of Insurance Received:** \_\_\_\_\_

Cc: Police Department/Park Ranger/File



## FACILITY USE RULES, REGULATIONS AND GUIDELINES

1. *Requests by outside organizations for use of any portion of park facilities shall be submitted at least three weeks prior to date desired, on the form provided by the Division of Recreation and Parks, to the Superintendent of Recreation and Parks. After approval by the Division of Recreation and Parks, one copy of the application will be returned to the applicant. This signed application will serve as a permit. Insurance Certificates must be submitted to the Town naming the Town as additional insured. No permits will be validated without Insurance Certificates. Minimum Insurance required: Bodily Injury – \$1,000,000; Property Damage Liability - \$100,000. Liability Coverage Policy (s) must state that policy covers participants.*
2. *It is understood that in all cases the regular Town activities or organizations shall have first preference for the use of the Town's facilities providing the facility has not already been reserved and a permit given. The Division of Recreation and Parks reserves the right to cancel permits upon no less than three weeks notice to the permit holder should an unforeseen conflict arise with a use that is necessary for Town purposes. It is clearly understood such activities will be confined to a time limit of four hours for athletic events and no field will be subjected to any abuse due to inclement weather. Such weather will result in automatic cancellation of the permit for use of the playing field. Abuses, if they occur, may result in voiding of permit. No facilities shall be made available before 9:00 a.m.*
3. *In the event of damage or loss of property traceable to activities conducted under this permit, the organization or individual to whom the permit is granted is required to pay in full the amount of such damage or loss or both. Adults are to supervise and be responsible for safe and proper behavior of participants.*
4. *It is understood that when an organization provides its own stage equipment or accessories, these shall not interfere with other activities. In the event the area is used for two consecutive evenings, such property may, with special permission, be properly stored as designated by the Superintendent of Recreation and Parks.*
5. *Drinking or carrying alcoholic beverages in any part of the park or building is prohibited.*
6. *Permission must be obtained to decorate or to install special equipment.*
7. *It is understood and agreed that the applicant assumes responsibility for the preservation of order and enforcement of the following regulations governing conduct:*
  - A. *The activity will be orderly and well governed, and the facility will be left in the same condition it is found.*
  - B. *No indecent, immoral, illegal, or unpatriotic acts or actions will be permitted.*
  - C. *No drinking of intoxicants or use of any mind-altering substance will be permitted as indicated in # 5 above.*
  - D. *Limit use to areas, designated by applicants on the permit. The times indicated on the permit shall govern the permitted hours of usage. In all cases, buildings must be vacated by 10:30 p.m., and outdoor park areas at dark, unless an extension of time is granted by special permission of the superintendent.*

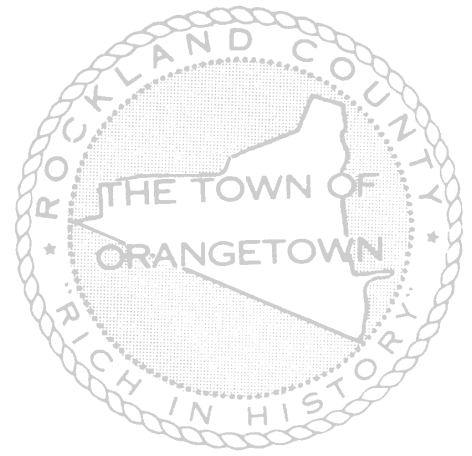


- E. *The permit holder will act in all respects to protect the safety and security of the employees of the Town and to protect the Town's property.*
8. *No animals, domestic or otherwise, except for seeing-eye dogs, are permitted in Town parks and facilities unless designated otherwise.*
  9. *Permits are not transferrable.*
  10. *Permit holder shall pay the Use fee in accordance with the schedule as adopted by the Town Board. Failure to make prompt payment will invalidate the permit, and facility usage will be forfeited. Fees are payable as directed by the Department.*
  11. *The number of persons in attendance at indoor events shall not exceed the seating capacity of the facility. It is incumbent upon the permit holder to abide by local fire, police and safety ordinance.*
  12. *Due to great demand for use the Town's facilities and expenses experienced from same, priority will be given to Town residents and organizations over all other applicants. The Division of Recreation and Parks retains discretion to reject any application when, in the Superintendent's judgment; the facility requested has been overused or is in danger of deterioration because of excess use.*
  13. *No person or group shall peddle, solicit business of any nature, collect funds for any service or charity, distribute handbills or other advertising matter or post any signs on park land unless so authorized by the Superintendent or his designee.*
  14. *The Town of Orangetown, and its designated employees, retain absolute discretion to deny a permit in the best interests of the Town, even if law does not prohibit the requested usage.*
  15. *The permit holder shall hold the Town harmless and shall indemnify the Town should the activity result in any legal actions or proceedings or damage claims against the Town. This hold harmless and indemnification agreement shall cover any damage awards or judgments against the Town as well as the expense of defending against any such action, proceeding, or claim. The permit holder shall fully cooperate with the Town and provide all information at its disposal in the event of such action, proceeding, or claim.*
  16. *The permit holder shall comply with Section 7A of the Town of Orangetown Town Code. A copy of this can be supplied upon request, and is available on the Town's website.*

*I have read and understand the above rules and regulations and hereby agree to abide by them.*

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*(Signature)*



*Town of Orangetown  
Office of Recreation & Parks  
81 Hunt Road  
Orangeburg, NY 10962*

## HOLD HARMLESS AGREEMENT

The \_\_\_\_\_ agrees to protect, defend, indemnify, and hold Town of Orangetown and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the Town of Orangetown in defense of same, arising in favor of any party, including governmental agencies or bodies, on account of taxes, claims, liens, debts, personal injuries including employees of the Town of Orangetown, death or damages to property (including property of the Town of Orangetown) and without limitation by enumeration, all other claims, or demands of every character occurring or in any wise incident to, in connection with or arising directly out of \_\_\_\_\_.

\_\_\_\_\_  
(Officer)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)

