

COMMISSIONER OF PARKS AND RECREATION
JOSEPH E. KEYES, JR.

DIRECTOR OF PARKS AND RECREATION
MARIA P. GIUSTIZIA

SPECIAL EVENTS CO-ORDINATOR
WILLIAM HILTON

VILLAGE OF PATCHOGUE
DEPARTMENT OF PARKS AND RECREATION
380 BAY AVENUE, PATCHOGUE, NY 11772
(631) 475-4302 (631) 475-4364 fax

FIELD/BUILDING APPLICATION

METAL CLEATS, CHEWING GUM & SEEDS ARE PROHIBITED ON SYNTHETIC FIELD.

PLEASE RETURN COMPLETED APPLICATION TO PARKS & RECREATION DEPT., 380 BAY AVENUE,
PATCHOGUE, 11772

Waldbauer (90 Ft.) Roberto Clemente (**TURF**) Pump House Shorefront

Check one:

Baseball Softball

ORGANIZATION NAME:

League

Clinic

Tournament

No. of People:

Days/Hours Requested: Sunday – Hours: _____ Thursday – Hours: _____
Monday – Hours: _____ Friday – Hours: _____
Tuesday – Hours: _____ Saturday – Hours: _____
Wednesday – Hours: _____

KEY MUST BE RETURNED UPON COMPLETION OF FIELD USAGE

Applicant's Name: Resident Non-Resident

Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Email:

AGREEMENT

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 Name of Organization does hereby covenant and agree to defend, indemnify and hold harmless the Municipality from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys 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 Municipality property, facilities, and/or services by Organization. I acknowledge receipt of the attachment "Facility Use Requirements" and agree to be bound by the terms there of.

SIGNATURE OF APPLICANT

TODAY'S DATE

NOTE: YOU MUST ATTACH YOUR CERTIFICATE OF INSURANCE, AND YOUR APPLICATION MUST BE LEGIBLE OR IT WILL NOT BE CONSIDERED.

****48 HOUR ADVANCED NOTICE MUST BE GIVEN IN ORDER TO RECEIVE FULL REFUND****

OFFICIAL USE ONLY

Today's Date:

Date of Village Board:

Approval Director's Signature:

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Check #:

Amount of Application Fee:

Insurance Certificate:

DEPARTMENT OF PARKS AND RECREATION
FACILITY USE REQUIREMENTS

If not for profit or charitable organization,
proof of status must be submitted with request.

The use of all Recreational and Parks facilities shall be subject to the approval and rules of the Recreation Commission administered by the Director of Parks and Recreation.

1. Organization's wishing to use municipal facilities shall first apply to the Director of Parks and Recreation on the prescribed form. The director or his/her designee has the final authority on approval.
2. In the event of inclement weather, the Director or his designee has the final authority on whether facilities are usable.
3. All posted rules must be adhered to.
4. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violation this prohibition will be ejected from premises.
5. Any damage to municipal facilities shall be promptly repaired at the user's expense. **No exceptions.** If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
6. Organizations using the facilities must clean-up afterwards.
7. Applicant will be required to obtain all necessary permits from Suffolk County Department of Health Services and NYS Liquor Authority (if beer/wine is to be served). Copies of these permits must be presented to the Director prior to any set up will be permitted. Permits may be revoked at any time.
8. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
9. The fee for use is \$ _____, payable before use begins.
10. A public telephone is located at Patchogue Beach Club on Maiden Lane. The emergency telephone number for police is 911; fire 475-1222. The appropriate authority must be contacted in the event of an emergency.
11. When required, user must provide the following insurance prior to using facilities.

FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

Commercial Users:

- A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.
- B. The policy naming the municipality as an additional insured shall:
 - be and insurance policy from an A.M. best rated "secured" New York State licensed insurer;
 - contain a 30 day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and
 - additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- C. The user agrees to indemnify the municipality for any applicable deductibles.
- D. Enclose a copy of the endorsement providing additional insure status.
- E. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/\$2,000,000 aggregate.
- F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The use is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

Individuals Users:

Required Insurance;

- **Homeowners Insurance**

Section Two – Liability: \$1,000, 000 limit of liability. Policy shall not exclude the off-
SPECIAL EVENTS CO-ORDINATOR activities of the insured.
WILLIAM HILTON In the event of an accident, please notify the custodian on duty, or call the business office the next morning

Parks & Recreation Department PERMIT FEE SCHEDULE

- ❖ Advanced group permits are required for all groups, agencies and organizations.
 - ❖ No food or beverages may be offered for sale in a village facility,
 - ❖ except with the permission of the commissioner.
 - ❖ Mobile rides are prohibited on village property.
 - ❖ No alcoholic beverages
 - ❖ No littering

Applications are accepted at:

Patchogue Parks & Recreation Department
380 Bay Avenue, Patchogue NY 11772
(3) weeks prior to the event.

PERRY BALLFIELD Shorefront Park
WALDBAUER COMPLEX 90 foot field*Pump house field* Roberto Clemente (TURF)

BALLFIELD RENTALS

Non-Profit Organizations 4 Hour Slots

<u>Per field without lights</u>	\$50/field
2-10 dates	\$125/field
11-25 Max dates	\$350/field
<u>Per field with lights</u>	\$100/field
2-10 dates	\$1000/field
11-25 Max dates	\$2000/field

Non-Profit Organizations TURF FIELD USAGE

TURF \$100/2 hr. Slots

Youth/Adult Profit-Making Organizations 2 Hour Slots

Non-Turf without lights	\$75/field
Non-Turf with lights	\$125/field
Turf without lights	\$125/field

OTHER FACILITIES

FACILITY	FEE	
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BANDSHELL	\$350.00	PER EVENT
SHOREFRONT PARK (not including ball field)	\$100.00	PER EVENT
RIDER AVENUE (not including ball field)	\$100.00	PER EVENT
SHOREFRONT PARK 5-K RACES	\$500.00 + \$25.00 Application Fee	PER RACE
FOUR SISTERS TENNIS COURTS	\$100.00	PER EVENT