

**TOWN OF CLARKSTOWN  
PARKS BOARD AND RECREATION COMMISSION**

Administration Building - Zukor Park  
31 Zukor Road, New City, NY 10956-4301  
(845) 639-6200 • Fax (845) 639-6215



CURRENT APPLICATION  
YEAR 20 \_\_\_\_\_

**APPLICATION TO USE COMMUNITY CENTERS/FACILITIES**

Application (4 copies) must be submitted to the above address at least **four weeks** prior to requested date(s).  
If a fee is required, payment must be made at the Administration Building - 31 Zukor Road during registration hours two weeks prior to the first approved permit date. Otherwise, payment must be made in cash, credit card or money order. Subject to refund policy and all rules and regulations governing town-owned parks and facilities as stated in Local Law No. 6-1973.

OFFICE  
# \_\_\_\_\_ USE ONLY

NAME OF ORGANIZATION / FAMILY \_\_\_\_\_

ORGANIZATION'S TAX I.D. # \_\_\_\_\_

NAME OF FACILITY REQUESTED \_\_\_\_\_

ROOM OR PART OF BUILDING \_\_\_\_\_

DATE(S) REQUESTED \_\_\_\_\_

\_\_\_\_\_

HOURS: FROM \_\_\_\_\_ TO \_\_\_\_\_ RAIN DATE \_\_\_\_\_

PURPOSE \_\_\_\_\_

NUMBER OF PERSONS ATTENDING \_\_\_\_\_

WILL ADMISSION BE CHARGED? \_\_\_\_\_ PRICE OF ADMISSION \_\_\_\_\_

(YES/NO)

FOR WHAT PURPOSE WILL PROCEEDS BE USED \_\_\_\_\_

ADDITIONAL FACILITIES/EQUIPMENT DESIRED:

SPECIFY \_\_\_\_\_

\_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

TELEPHONE NO.: HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL (please print): \_\_\_\_\_

**SIGNATURE ON BACK REQUIRED**  
Proof of Residency is required - ex. tax Bill or Current Utility Bill.

**FOR OFFICE USE ONLY:**

FACILITY SUPERVISOR: \_\_\_\_\_ YES [ ] NO [ ] DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_ FEE \_\_\_\_\_

SECURITY DEPOSIT \_\_\_\_\_

TITLE: \_\_\_\_\_ TOTAL \_\_\_\_\_

RESIDENCY \_\_\_\_\_ STAFF INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

INSURANCE REQUIRED AMOUNT \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ RESERVATION # \_\_\_\_\_ O/C \_\_\_\_\_

MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ # \_\_\_\_\_ exp. date \_\_\_\_\_

**PLEASE SEE ATTACHED ADDENDUM FOR SCHEDULE OF FEES & A COPY OF LOCAL LAW NO. 6-1973.**

**RULES AND REGULATIONS**

- A. A Recreation & Park staff member must be on duty when the facility is in use. Groups using the community centers/facilities will be responsible for orderly behavior. NO ALCOHOLIC BEVERAGES are permitted within the community centers/facilities.
- B. Parents or guardians must sign the permit for minors or youth groups requesting use of community centers/facilities, and must assure adult chaperones at a ratio of one adult per 25 children for each event.
- C. Activities shall cease by 10:00 P.M., unless otherwise stated on the application and approved in advance.
- D. No decorations shall be permitted without the approval of the person in charge of the community center/facility. Time needed for decorating and clean-up must be included in requested time. Decorations must be taken down immediately following use.
- E. Groups will underwrite any property damage due to their use of the facility. This liability to be assumed by the recipient of the permit.
- F. Groups using the kitchen must leave it clean and in order,
- G. Rental fees include: personnel, utilities, normal maintenance and use of building equipment, such as tables, chairs, blackboards, etc., provided this equipment is not needed for center/facility programs.
- H. A security fee of \$200.00 for parties is due at time of payment. This is to be paid with Cash Only. The deposit will be returned as long as the facility is left clean and in order.

**I. HOLD HARMLESS AGREEMENT**

To the fullest extent provided by law, the Contractor/Applicant and all of its employees and agents agrees to protect, defend, indemnify and hold the Town of Clarkstown and its officers, employees, and agents and save it harmless from and against any and all losses, penalties, damages, settlements, costs, charges, and professional fees or other expenses or liabilities of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance thereof. Without limiting the generality of the foregoing, any and all claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, or any other violation of any other applicable statute, ordinance, administrative order, rule or regulation or decree of any Court, shall be included in the indemnity hereunder, with the exception of claims, if any, caused by the sole negligence of the Town of Clarkstown.

The Contractor/Applicant agrees to name the Town of Clarkstown an additional insured on its liability insurance policies by way of policy endorsement and provide the Town with Certificates of Insurance or other evidence of insurance as may be required by the Town.

\_\_\_\_\_

Date
Print Name Applicant
Applicant Signature

**NOTE: TOWN OF CLARKSTOWN SPONSORED PROGRAMS HAVE PREFERENCE FOR USE OF EQUIPMENT/FACILITIES AND RESERVES THE RIGHT TO CANCEL ANY APPROVED PERMITS, IF NECESSARY.**

**ANY DEVIATION FROM THESE RULES AND REGULATIONS MUST BE APPROVED BY THE SUPERINTENDENT OF RECREATION AND PARKS.**

If a fee is required, please make payment at the Administration Building - Zukor Park Registration Office, 31 Zukor Road, New City, N.Y., according to the following registration schedule two weeks prior to approved date. Checks should be made payable to: **Clarkstown P.B.R.C.** When you register for a program two weeks (or less) prior to the start date, the fee must be paid in cash or money order.

Monday through Friday ..... 9:30 A.M. - 4:00 P.M.  
 Tuesday & Friday evenings ..... 7:00 P.M. - 9:00 P.M.  
 Saturday mornings ..... 10:00 A.M. - 12:00 Noon

**REGISTRATION HOTLINE TELEPHONE NUMBER: 639-6200**

**ALL FEES ARE SUBJECT TO REFUND POLICY**