

**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/FACILITITES 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 evenings 7:00 P.M. – 9:00 P.M.
Saturday mornings 10:00 A.M. – 12 Noon

REGISTRATION HOTLINE TELEPHONE NUMBER: 639-6200

ALL FEES ARE SUBJECT TO REFUND POLICY