

# Town of Skaneateles

## Application for Use of Building or Grounds

To: The Town of Skaneateles Parks Department

I, (or we) the Undersigned, hereby make application, individually or on behalf of the organization hereinafter set forth for the use of the following premises of the Town of Skaneateles Parks Department.

In the area below, please indicate ALL Park Department facilities, equipment, and utilities being requested. Describe completely the activities involved in this use. Include needed time for set-up and clean-up.

| Check Requested Area | Facility   | Dates | Hours | Specific Purpose and Description of Use | Cost |
|----------------------|--|-------|-------|---|------|
|                      | <b>Austin Park Pavilion</b><br>Residents \$65/hr. - \$650/day<br>Nonresidents \$75/hr - \$750/day  |       |       |   |      |
|                      | <b>Picnic Shelter</b><br>Residents - \$30/5 hr<br>\$5 each additional hour<br>Nonresidents - \$50/5 hr<br>\$5 each additional hour             |       |       |   |      |
|                      | <b>Outdoor Tennis Court</b><br><i>Reserved</i><br>(per court - per hour)<br>Residents \$10.00<br>Nonresidents \$15.00                          |       |       |   |      |
|                      | <b>Outdoor Basketball Courts</b><br><i>Reserved</i><br>(per court - per hour)<br>Residents \$10.00<br>Nonresidents \$15.00                     |       |       |   |      |
|                      | <b>Soccer/Lacrosse/Baseball/<br/>Softball Fields</b><br><i>Reserved</i><br>(per court - per hour)<br>Residents \$10.00<br>Nonresidents \$15.00 |       |       |   |      |
|                      | <b>Sand Volleyball Court</b><br><i>Reserved</i><br>(per court - per hour)<br>Residents \$10.00<br>Nonresidents \$15.00                         |       |       |   |      |
|                      | <b>Horseshoe Pits</b>  |       |       |   |      |

And I (or we), further agree that the above stated use of the premises will be subject to the following terms and conditions; namely, that I, (or we), agree:

1. To enforce the no-smoking rules of the Town of Skaneateles Parks
2. To provide adequate supervision to the end. Damage to the park and/or buildings or its contents shall not occur during my, (or our), period of occupancy; and should any damage occur during my, (or our), period of occupancy, that I, (or we), hereby assume responsibility for such damage.
3. When required, to submit a list of chaperons (age 21 or over) to the Recreation Department at least seven days before the day of the event. The number of chaperons required will be at the discretion of the Parks Department and will be stated on the approval for use. Chaperons will be on duty promptly at the time designated as the beginning of the proposed use and will remain on duty until all persons participating in the proposed use have left the building or premises.
4. Within five (5) days of receiving written approval, to pay the Town the designated amount required to hire an adequate number of police officers as deemed necessary by the Parks Department. The number required will be stated on the approval for use.
5. To permit the Parks Department staff to supervise the facility being used, during all hours I, (or we), will be in the facility for set-up, actual use, and clean-up. The Parks Department will determine staff requirements. Events requiring more than two (2) town employees (to be determined by Parks Department) will be subject to additional charges.
6. To clean said premises and leave them in the condition in which they were found. Trash must be gathered together in one place inside the Pavilion for events at the Austin Pavilion, or at other locations as directed by the Parks Department Staff.
7. To abide by all federal, state and local laws governing the use of town of Skaneateles Park facilities.
8. To present a program that is appropriate to the cultural tastes and standards of the community and to terminate all activities by 11:30 pm, the closing time of the park. It is fully understood that no one has the authority to remain in the park after hours.
9. To submit with this application a check in the amount of \$\_\_\_\_\_ payable to the Town of Skaneateles.
10. To comply with these Fire Prevention Code regulations in using the Austin Park Pavilion:
  - a. All fuels and gases for the operation of heating and/or cooking appliances within the building shall have containers, tanks, cylinders, etc., and first stage regulating equipment located outside the building and shall be approved by the Parks Department in advance.

- b. Adequate fire extinguishers shall be in place near the cooking and or heating appliances as deemed necessary by the Fire Marshall or Fire Chief.
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- 11. To provide a written list of any property and/or equipment brought onto the park premises or Austin Park Pavilion and when required, provide an executed release related to damage to any property and/or equipment brought onto park premises or into Town of Skaneateles Parks facilities.
  - 12. The consumption and/or distribution of alcoholic beverages within the park or with any park facility is only allowed under the following circumstances:
    - a. Prior approval by the Village Board to the Village Local Ordinance related to alcohol consumption in the park or facilities and town board approval.
    - b. The names, addresses and telephone numbers of the individuals to be responsible for the distribution of alcoholic beverages shall be submitted to the Parks Department ten (10) days before the event along with a valid permit/license to serve alcohol; and
    - c. An indemnification agreement, in a form satisfactory to the Town Board, shall be executed and delivered to the Parks Department ten (10) days before the event along with proof of insurance coverage of at least three million dollars general liability and coverage for serving alcohol and listing the Town and Village additional insured. Any deviation from this minimum insurance coverage must be expressly approved by the Town Attorney.

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(Signature)

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(Individual, Organization, Corporation)

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(Address)

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(Phone)

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

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Approved by