

# TOWN OF PENFIELD

## Application for Parks and Properties Use

- |                                    |   |
|------------------------------------|---|
| 1. Date of Application _____       | 6. Make-up of Group (Family, Office, etc.) _____        |
| 2. Facility Requested _____        | 7. Does Group have Insurance: Yes _____ No _____        |
| 3. Date(s) Requested _____         | 8. Type of Activity _____                               |
| 4. Time: Begin _____ End _____     | 9. Alcohol Consumption (Parks Only): Yes _____ No _____ |
| 5. Number of People Expected _____ | 10. Special Use/Set-ups: _____                          |



PENFIELD FACILITIES ARE ACCESSIBLE.

**Town of Penfield Policies:**

1. The Town of Penfield parks and properties shall be used primarily by Town residents.
2. No parks or properties shall be used for personal profit. The sale of any item or service within the boundaries of Town properties is prohibited without the express permission of the Town of Penfield. Any such sales intent must be specifically stated at the time of permit application. Any food sale or service to the public receiving approval by the Town must be in compliance with Monroe County Health Department standards and regulations at all times.
3. All permit requests/requirements must be received at least 5 days prior to use. All fees (fee schedule approved annually) are due at time of permit application. Cancellations must be made fourteen (14) days in advance to receive a refund minus a \$10 fee for open shelters- Enclosed Lodges \$50 cancellation fee and no refund 60 days from rental date; transfer requests must also be made fourteen (14) days in advance. No rain dates are issued.
4. All persons will be responsible for cleaning and restoring the areas to their original state by the 10:00 pm shelter closing time. All damages must be reported to Town personnel. A charge will be assessed for any damages or any cleaning or restoration left undone.
5. Alcohol consumption is not permitted on Town properties, with the exception of certain park areas. Consumption in these areas must comply with NYS Law and Penfield Parks and Properties Ordinance.

6. Any individual or group requesting use of parks, athletic fields, park shelters, picnic areas or other park properties/facilities may be required at his/her/its expense to procure during the period of such use, complete comprehensive general liability insurance written on an occurrence basis, insuring said individual or group and the Town of Penfield, as an additional insured in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate in respect to bodily injury, death and/or property damage. Such individual or group in such case will provide the Town of Penfield with an insurance certificate evidencing the coverages set forth herein and naming the Town of Penfield as an additional insured.
7. Any activity open to the general public or considered "high risk" will require proof of insurance and permission from Town Supervisor, the Facilities Foreman, the Director of Recreation, or the Library Director.
8. Irrespective of the foregoing, the use of all facilities of the Town of Penfield shall be in accord with the rules and restrictions set forth by the Town Board of Penfield, Facilities Foreman, Director of Recreation, Library Board of Trustees or Library Director.
9. We reserve the right to restrict or limit use of any park or property by any group.
10. Public pay phones are not available within the Town parks.
11. Bringing in any recreational equipment (privately owned, leased, or rented), such as inflatables, trampolines, volleyball nets, etc. must be pre-approved by the Town of Penfield.

**It is hereby agreed that the representative/organization named below will be fully responsible for the care of the buildings, grounds, and equipment and the supervision of all persons coming onto Town premises in connection with this activity; and said representative/organization further agrees to reimburse the Town of Penfield in full for any damages to Town facilities or equipment resulting from use against the Town of Penfield as a result of the presence or activities of the below named representative or organization, its members, employees, invitees, licensees or guests on Town property, and in the event that such a claim is not fully and completely covered by the below named representative/organization's insurance, the organization by its duly authorized representative whose signature appears below, to the fullest extent permitted by law, agrees to indemnify the Town of Penfield against any liabilities, losses, and damages of any nature whatsoever that the Town of Penfield shall or may at any time sustain or be put to reason of such claim, including, but not limited to reasonable attorneys fees. It is further said that any fee indicated herein will be paid immediately to the Town of Penfield.**

**I have read the policy set forth on both this form and on the respective Parks and Properties policies sheet, and I do hereby certify that I have been duly authorized by the organization named below which I represent to enter into this agreement and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated herein and I am 21 years of age or over.**

- Web Trac Customers - Yes, I agree will be selected upon completing your e-commerce transaction

\_\_\_\_\_  
Name of Representative (Must be 21 yrs. ) - PLEASE PRINT

\_\_\_\_\_  
Address of Representative (Street)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Home Phone Work Phone Cell Phone

**OFFICE USE ONLY:**  
Insurance Expiration Date \_\_\_\_\_

Amount Pd. \_\_\_\_\_ Cash  Check  No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Scheduling Clerk

MC/VISA/DISC # \_\_\_\_\_

Expires \_\_\_\_/\_\_\_\_/\_\_\_\_ 3 Digit Security # \_\_\_\_\_

Reservation # \_\_\_\_\_

E-mail \_\_\_\_\_

## **TOWN OF PENFIELD PROPERTIES GENERAL RULES AND REGULATIONS**

1. The person signing the permit / completing on line transaction must be at least 21 years of age.
2. Permit holder assumes responsibility for all damages and for group's conduct in compliance with the Town of Penfield Parks and Properties Ordinance.
3. Organizations or individuals intending to cater, sell, or serve food to the public must state this intention at the time of the permit application. Should approval be granted for such activity, the organization must meet Monroe County Health Department codes and regulations at all times.
4. Prohibited acts include, but are not limited to, gambling, amplified music, boisterous or indecent language, littering, defacing Town of Penfield properties, lighting of fires (except in grills), operation of snowmobiles and ATVs, and other acts contained within the Parks and Properties Ordinance.
5. No person shall conduct him/herself in a manner dangerous or offensive to self or other users of park properties or interfere with any law enforcement official or municipal representative in performance of his/her duties.
6. The Town of Penfield is not responsible for any damage, loss or liability concerning equipment, apparatus, decoration, food, animals or other items brought into a Town park/property/facility. Personal property may not remain on the Town premises after hours of closing.
7. Storage of non-Town property is limited to the duration of the event (permitted times) and must be removed promptly after the event.
8. No parking in fire lanes, access roadways, lawns; parking in handicapped spaces allowable by permit only. Vehicles must obey devices and signage and may not be present on the Town premises after hours.
9. Reserving party must be in possession of an approved Town of Penfield Parks and Properties Application at the time of their use.
10. Enclosed shelters require a key pick-up at the Recreation office (\$150.00 refundable deposit required) prior to use.

Enclosed Lodges \$150.00 Security Deposit Required at time of Key Pick-Up

Need to Contact Us -  
Weekdays M-F (9:00 am - 5:00 pm) Recreation Dept. 340-8655 option 6 (except Holidays)  
Parks, Facilities and Security - 340-8618 (7 days a week)

Penfield Recreation 1985 Baird Road Penfield, New York 14526 585-340-8655 option 6  
recreation@penfield.org www.penfieldrec.org