

TOWN OF LEWISBORO
PARKS & RECREATION DEPARTMENT

Telephone: 232-6162

Fax: 232-6165

LEWISBORO ELEMENTARY SCHOOL GYM

GROUP USE APPLICATION

FACILITIES REQUESTED (Check all that apply):

Building w/ gym and restrooms _____
Playground, Field, and Courtyard _____

CHECK ONE: Private Service Organization Church School

TODAY'S DATE: _____

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

NAME OF INDIVIDUAL IN CHARGE: _____

INDIVIDUAL'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (DAY) _____ (NIGHT) _____

E-MAIL ADDRESS: _____ FAX: _____

PURPOSE OF GROUP USE: _____

ESTIMATED NUMBER OF PARTICIPANTS

ADULTS: _____ CHILDREN: _____

RESIDENTS (NUMBER): _____ NON-RESIDENTS (NUMBER): _____

WILL A FEE BE CHARGED FOR THIS EVENT: YES NO

IF YES, WHAT WILL THE PROCEEDS BE USED FOR?

IS THIS A FUNDRAISER? YES NO

DATE(S) REQUESTED:

Day _____ Date _____ Time from _____ to _____

Day _____ Date _____ Time from _____ to _____

NOTE: Dates for Lewisboro Elementary School in the winter and summer are at a premium, therefore, raindates cannot be reserved.

IS MATERIAL OR EQUIPMENT REQUIRED FROM MUNICIPALITY? YES NO
IF NEEDED, STATE WHAT TYPES AND FOR WHAT PURPOSE: _____

STATE THE NATURE OF ANY UNUSUAL EQUIPMENT YOU PLAN TO BRING TO THE PARK: _____

WILL TRAFFIC CONTROL OR POLICE PRESENCE BE NEEDED? YES NO
****An additional fee will need to be paid to the Lewisboro PD**

WILL TENTS OR OTHER ITEMS BE RENTED? YES NO IF SO, WHAT?
****Additional permit or fee may be associated**

AMERICANS WITH DISABILITIES ACT: The Lewisboro Parks and Recreation Department is committed to ensuring that individuals with disabilities are able to utilize and enjoy our programs and activities to the fullest extent possible. Please let us know if you or a family member have any special needs.

FACILITY USE FEE:
There will be a minimum non-refundable fee charged for the use of the facility. This fee will be determined upon approval and must be paid before use begins.

FACILITY SECURITY DEPOSIT:
There is a \$100.00 required security deposit which must also accompany the application. Any violation of "School Rules," damage and especially if refuse and trash are not removed will result in forfeiture of the deposit.

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 Town of Lewisboro Parks and Recreation 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 The Town of Lewisboro Parks and Recreation's property, facilities and/or services by (name of organization) _____

Address: _____

Signature of Organization's Representative _____
(Must be a Lewisboro Resident) Telephone number: _____

FOR OFFICE USE ONLY:

NAME OF INDIVIDUAL/ORGANIZATIONS: _____
() Application approved
() Application denied
() Approval with the following conditions:

FOR OFFICE USE:

- () Permit fee paid - Amount \$ _____
- () Deposit paid - Amount \$ _____
- () Date recorded in reservation book _____
- () Alcoholic beverage permit obtained _____
- () Permit sent to registrant _____

SUPERINTENDENT, PARKS & RECREATION

DATE COPY OF APPLICATION SENT TO PARKS DEPARTMENT: _____
DATE COPY OF APPLICATION SENT TO LEWISBORO POLICE: _____

SCHOOL FACILITY RULES

1. Although your group has been granted the privilege of using the facility, we would like to keep in mind that other Town residents will also be using the facilities. A spirit of mutual cooperation by all participants would be appreciated.
2. The applicant and leader shall be responsible for the conduct of all participants.
3. In the event of inclement weather, The Town of Lewisboro Parks and Recreation has the final authority on whether facilities are usable. If a cancellation of event is needed, please inform the Recreation Department as soon as possible so that other requests may be considered. There is a No Refund Policy.
4. Alcohol is **PROHIBITED** on school property.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. A copy of this permit will be issued to you. It should be available for inspection the day of your activity.
7. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
8. Participants shall clean up the area used at least fifteen (15) minutes before the termination of the activity. If tables are moved, they must be returned to original location.
9. Non-resident guests may be invited - BUT - may not remain in the facility if the resident host leaves.
10. Parking by all participants should be done in the provided parking areas. No vehicles are permitted in the picnic, playground, or field areas.
11. The facility is an active shared space; the music and/or noise level may not be above the Town of Lewisboro's noise ordinance.
12. The emergency telephone number for the police/ambulance/fire is 911. The appropriate authority must be contacted in the event of an emergency. For non-emergencies, call the New York State Police at 277-3651, or the Lewisboro Police at 763- 8903.
13. Abuse of any of the rules may result in forfeiture of future use of the facility.
14. Bulk trash should be bagged.
15. Violation of any of the rules or if facility is damaged or not cleaned will result in forfeiture of \$100 deposit.
16. The Town of Lewisboro Parks and Recreation Department reserves the right to cancel any permit, with a refund of all fees paid, if questions arise regarding the validity of the intended use or if the facility is needed for a Town sponsored program. Permits may be revoked at any time.
17. When required, users 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 shall:
 - Be an 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 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 insured status.
- E. Required insurances:
 - **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 user 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:

Required Insurance:

- **Homeowners Insurance**
Section Two-Liability: \$300,000 limit of liability. Policy shall not exclude the off premise activities of the insured.

**YOUR COOPERATION IN KEEPING THE FACILITY CLEAN &
ATTRACTIVE IS APPRECIATED!!**

MAINTENANCE OF THE LES FACILITIES

IS PERFORMED BY

THE TOWN OF LEWISBORO

PARKS & MAINTENANCE DEPARTMENTS