

**TOWN OF LEWISBORO**  
**PARKS & RECREATION DEPARTMENT**

Telephone: 232-6162

Fax: 232-6165

**FIELD REQUEST FORM**

FACILITIES REQUESTED (Check all that apply):

Fox Valley Lower Field  
Fox Valley Upper Field  
Town Park Baseball Field  
Onatru 1 and/or 2  
Onatru 3 and/or 4  
Onatru 5  
Onatru 6  
Vista Field

SPORT BEING PLAYED ON THE FIELD(S): \_\_\_\_\_

**CIRCLE ONE -**

Public School      Cooperating Agency      Private School      Club/Travel Teams      Other: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ WEBSITE \_\_\_\_\_

NAME OF INDIVIDUAL IN CHARGE: \_\_\_\_\_

INDIVIDUAL'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (DAY) \_\_\_\_\_ (NIGHT) \_\_\_\_\_ (CELL) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

PURPOSE OF FIELD 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

WILL AN ALCOHOLIC BEVERAGE PERMIT BE REQUESTED?      YES      NO

If yes, an alcoholic beverage permit application must be filled out and approved by the Town Clerk (application is available upon request).

DATE(S) REQUESTED:

Day \_\_\_\_\_ Date \_\_\_\_\_ Event Time from \_\_\_\_\_ to \_\_\_\_\_

Day \_\_\_\_\_ Date \_\_\_\_\_ Event Time from \_\_\_\_\_ to \_\_\_\_\_

SET UP TIME: \_\_\_\_\_ CLEAN UP TIME: \_\_\_\_\_

NOTE: Dates for all fields in the spring, summer and fall are at a premium, therefore, rain dates cannot be reserved.

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

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 fees may be associated.**

**FIELD USE FEE:**

There will be a minimum non-refundable fee charged for the use of the field(s). This fee will be determined upon approval and must be paid before use begins. A certificate of insurance naming The Town of Lewisboro as additional insured (see attached).

**FACILITY SECURITY DEPOSIT:**

There is a required \$500 security deposit which must also accompany the application. Any violation of "Park Rules," damage and especially if refuse and trash are not removed will result in forfeiture of the deposit.

\*\*\*\*\*

**AGREEMENT**

The undersigned is at least 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 fields. 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) \_\_\_\_\_

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

\*\*\*\*\*

**FOR OFFICE USE ONLY:**

NAME OF INDIVIDUAL/ORGANIZATIONS: \_\_\_\_\_

- ( ) Application approved
- ( ) Application denied
- ( ) Approval with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE:**

- ( ) Permit fee charged - \$ \_\_\_\_\_ Received \_\_\_\_\_
- ( ) Security Deposit - \$ \_\_\_\_\_ Received \_\_\_\_\_
- ( ) Date recorded in reservation book
- ( ) Alcoholic beverage permit obtained
- ( ) Permit sent to registrant

\_\_\_\_\_  
SUPERINTENDENT, PARKS & RECREATION Date \_\_\_\_\_

DATE COPY OF APPLICATION SENT TO PARKS DEPARTMENT: \_\_\_\_\_

DATE COPY OF APPLICATION SENT TO LEWISBORO POLICE: \_\_\_\_\_

## PARK RULES

1. Although your group has been granted the privilege of using fields in Lewisboro, we would like to keep in mind that other Town residents will also be using the park facilities. A spirit of mutual cooperation by all park 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. Alcoholic beverages are permitted in Town parks only with an approved alcoholic beverage permit. A permit application is attached. Approved alcoholic beverage permits must be clearly posted. **Intoxicants shall not be brought onto municipal properties at any time.**
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 must 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 field area before the termination of the activity.
9. Non-resident guests may be invited - BUT - may not remain in the park 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, field or camping area.
11. The park 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. Violation of any of the rules or if the facility is damaged or not cleaned will result in forfeiture of deposit.
15. 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.
16. 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 PARK CLEAN & ATTRACTIVE IS APPRECIATED!!**

**MAINTENANCE OF THE PARK FACILITIES**

**IS PERFORMED BY**

**THE TOWN OF LEWISBORO PARKS DEPARTMENT**

**Order of Priority:**

- 1) Town sponsored events and/or Parks and Recreation programs
- 2) Katonah- Lewisboro School District
- 3) Recognized Cooperating Agencies (ie. - Lewisboro Soccer Club, Lewisboro Baseball Association, John Jay Youth Football, John Jay Youth Lacrosse, Lewisboro Lions, Northeast Special Recreation).
- 4) Travel teams with 50% or more of Lewisboro Residents that are not served by an intown cooperating agency.
- 5) Resident rentals for parties
- 6) School District resident rental for parties
- 7) Travel Teams with less than 50% of Lewisboro Residents
- 8) All others

This form has to be approved by the Town Clerk

# ALCOHOLIC BEVERAGE CONSUMPTION PERMIT (ABC)

For Town owned facility: \_\_\_\_\_ **Field**

Permit for the serving and consumption of alcoholic beverages in a public place within the Town of Lewisboro.

TODAY'S DATE: \_\_\_\_\_ DATE(s) REQUESTED: \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_

TIME: between the hours of \_\_\_\_\_ and \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in accordance with Section 78

Alcoholic Beverages, of the Code of the Town of Lewisboro.

GROUP OR ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

I hereby certify that I have read and understand the provisions of Section 78 Alcoholic Beverages, of the Code of the Town of Lewisboro regarding the consumption of alcoholic beverages in public places.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*\*\*\*\*

Permission is hereby given for the consumption of alcoholic beverages in accordance with the above application, and Section 78 of the Town Code.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

- MUST BE POSTED -

cc Lewisboro Town Police

Use of alcohol is permitted by special permit only. Alcoholic beverages other than beer and wine in non-glass containers are prohibited within the Town of Lewisboro facility. Kegs and barrels are also prohibited. An approved permit from The Town of Lewisboro must be obtained. **No person less than 21 years of age may possess and/or consume alcoholic beverages in any area in the Municipality.**

The Lewisboro Police Department may check on events when alcohol is being served. The Town of Lewisboro reserves the right to limit quantities of alcoholic beverages.

If there is alcohol being served, SERVICE OF ALCOHOL MUST END one hour before the event (this does not include clean-up time).

If a caterer is used to dispense alcohol, the caterer must have all required permits and/or licenses. In addition, the caterer must submit a certificate of insurance, demonstrating proof that the caterer has the following coverages:

**Commercial General Liability Liquor Liability**

Limits of \$1 Million each Occurance, \$2 Million General and Products/Completed Operations Aggregates, \$1 Million Personal/Advertising Injury Liability/\$50,000 Medical Payment Expense.

**Liquor Liability**

\$1 Million each Occurrence and \$2 Million Aggregate.

**Workers Compensation and Employers Liability**

Statutory limits and coverages.

The Town of Lewisboro shall be listed as an additional insured on the Commercial General Liability and Liquor Liabilities Policies.