

TOWN OF NORTH SALEM RECREATION DEPARTMENT
270 TITICUS ROAD, NORTH SALEM, N.Y. 10560

REQUEST AND PERMIT FOR USE OF FACILITIES – League Sports

Requests for all field use must be received at least 30 days prior to first use.

This application must be accompanied by your Certificate of General Liability with limits of \$1,000,000/2,000,000 naming the Town of North Salem as additional insured. Insurance must be purchased from an insurance company licensed to transact business in the State of New York.

Return completed request form and Certificate of Insurance to:
North Salem Recreation Dept, 270 Titicus Road, North Salem, NY 10560 or recreation@northsalemny.org

League Information

Season & Year:		Date Submitted:	
Name of Organization/League:		President/Main Contact	
		Name:	
Activity Type:		Address:	
Ages of Participants:		Phone:	
Estimated Enrollment:		Email:	

Desired Facility Use*

Start Date:		End Date:	
Day	Times	Park Name & Field Type	Ages
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

**Requests will be honored whenever possible but dates, times, and fields are not guaranteed.*

Please list any additional facility needs, including any preliminary line painting, request to place temporary field lights, etc. _____

Facility Use Rules & Regulations

Facility Use Permits can be revoked for failure to comply with any of the following:

1. A full team roster, including participant and coach addresses, must be provided prior to any field use.
2. A full schedule of games and practices must be provided prior to any field use.
3. The Town must be notified of any and all schedule cancellations or changes.
4. Trash cans are provided around the parks. Please be sure your team has picked up ALL garbage prior to leaving.
5. Notify the Town of any facility or field issues as soon as possible.
6. Storage sheds must be organized and clean. No garbage or empty paint cans should be left in sheds.
7. Field opening and closing for each season is weather dependent and determined by the Town. In order to maintain quality fields, season openings may need to be delayed. Teams are not to be on any closed fields for any reason.

Field Use for Non-Sponsored Groups

Any team using Town of North Salem fields must be comprised of at least 60% of players who are North Salem Central School District residents. In addition at least 40% of team members (players or coaches) must be Town of North Salem residents.

Agreement

The above named organization/individual agrees to be responsible to the Town of North Salem for the use and care of the town’s property and for the policing and protection of said property. The above named organization/individual will comply with the rules and regulations prescribed by the Town of North Salem Recreation Department. In addition, the above named organization/individual does hereby covenant and agree to defend, indemnify and hold harmless the Town of North Salem 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 North Salem’s property, services, activities, functions, events, or affairs.

_____ Date _____ Signature of Authorized Representative

_____ Printed Name of Authorized Representative

_____ Title of Authorized Representative

Office Use Only

The above named organization or league is permitted to use the facility as stated below:

_____ Superintendent of Recreation	Date/Time:	
_____ Date	Facility Name:	
Cc: Town Board	Maximum Attendance:	
Highway	Certificate of Insurance received on:	