

Town of North Salem Recreation Department

270 Titicus Road, North Salem, NY 10560

914-669-5665 recreation@northsalemny.org

REQUEST AND PERMIT FOR USE OF FACILITIES

All facility use requests must be made in writing, using this form. Please complete the below form and return to recreation@northsalemny.org or mail/drop off to the address above.

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.

Date Submitted: <i>Request must be submitted at least 30 days prior to event</i>		Certificate of Insurance:	<input type="checkbox"/> attached <input type="checkbox"/> on file in office
Name of Organization/Resident:		Main Contact	
		Name:	
Activity Type:		Address:	
Estimated Attendance:		Phone:	
Date & Time Requested:		Email:	

Desired Facility Use:

Volunteer's Park (250 June Road) <input type="checkbox"/> Basketball Court <input type="checkbox"/> Soccer/Lacrosse Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Playground <input type="checkbox"/> Other: _____	Joe Bohrdrum "JB" Park (15 Sunset Drive) <input type="checkbox"/> Basketball Court <input type="checkbox"/> Soccer/Lacrosse Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Playground <input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Picnic Area <input type="checkbox"/> Grassy Area <input type="checkbox"/> Other: _____	Croton Falls Gazebo Park (Route 22) <input type="checkbox"/> Gazebo <input type="checkbox"/> Other: _____
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All parks are carry in, carry out. All garbage must be taken with you after your event. You may not leave garbage at any park.

Facility use is subject to changes and/or cancellation due to a variety of factors, some of which may not be under the control of the Town of North Salem.

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
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Office Use Only

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

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