

Town of Schodack - Use of Facility Application

Today's Date: _____ Date(s) Requested: _____
Facility Requested: _____

INFORMATION ABOUT YOUR GROUP

Name of Organization or Individual: _____

Time: _____ to _____ Your supervisor in charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT YOUR INTENDED USE OF TOWN OF SCHODACK FACILITIES

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is material or equipment required from Town? Yes _____ No _____

If needed, state what types and for what purpose: _____

Will an admittance fee be charged? Yes _____ No _____

If so, what will proceeds be used for? _____

Will a "Bouncy-Bounce" be used? Yes _____ No _____

If so, has proof of Insurance been provided? Yes _____ No _____

AGREEMENT

The undersigned is over 21 years of age and has read this facility use application and attached facility use regulations and agrees to comply with them. The applicant agrees to be responsible to the Town of Schodack for the use and care of the facilities. The undersigned does hereby covenant and agree to defend, indemnify and hold harmless the Town of Schodack 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 Town of Schodack property, facilities and/or services by the applicant. The undersigned understands that applicant is responsible for ensuring that any activity is conducted in compliance with all applicable State, County, and local rules, regulations, and/or restrictions adopted in response to the COVID-19 pandemic.

Applicant Signature

Approved: _____
(Town Clerk/Deputy Clerk)

Date: _____

Amount of Rental Fee Submitted - Check _____ Cash _____ Receipt No. _____

The use of all Town Facilities shall be subject to the approval of the Town Supervisor.

Information and Emergency Contact: Kevin Konig, Director of Buildings & Grounds (518) 727-4355

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

Debra L. Curtis, Town Clerk
265 Schuurman Rd.
Castleton, NY 12033

FACILITY USE REGULATIONS

1. Individuals or organizations wishing to use municipal facilities (park pavilion) shall first contact the Town Clerk's Office at (518) 477-7590 or via email at deb.curtis@schodack.org to confirm the availability of the date.
2. Verbal or email confirmation of the date requested will secure availability for 7 calendar days only prior to receipt of form and payment. If payment is not received by such time, the reservation will be cancelled, and the date will be considered available for rental.
3. No rentals are accepted with less than 7 days' notice.
4. Organizations wishing to use municipal facilities shall first apply to the Town Clerk on the prescribed form.
5. In the event of inclement weather, the Town Supervisor has the final authority on whether facilities are usable.
6. Intoxicants shall not be brought into Town facilities at any time.
7. All posted rules must be adhered to. (See attached for Town Park rules)
8. 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.
9. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
10. Organizations using the facilities must clean up afterwards.
11. Permits may be revoked at any time.
12. Any organization with youth less than 18 years old requires the presence of adequate adult supervision at all times.
13. The emergency telephone number for police is 911; fire 911.
14. The number of people in the Town Hall facility shall not exceed the posted maximum capacity.
15. **Fees:**

Resident pavilion fee for weekend and holidays	\$ 50.00
Resident weekday pavilion fee	\$ 25.00
Non-resident pavilion fee - Any day	\$100.00
Cancellations- one-week or more advance notice	full refund
Less than one week will be a charge of	\$ 25.00

16. The use of the Town Park Pavilion shall be accompanied with the appropriate fee.
17. **In the event the proposed renter wishes to provide a "Bouncy-Bounce" game or other similar recreational device, the renter shall provide a certificate of insurance covering the Town's additional exposure arising out of the use of such device. This certificate shall be in a form and amount satisfactory to the Town Clerk.**

FAILURE TO COMPLY WITH FACILITY USE REGULATIONS WILL RESULT IN REVOCATION OF YOUR PERMIT

Signature of Individual or Organization's Representative

Address _____

Telephone Number _____ Fax _____

E-Mail: _____

SCHODACK TOWN PARK RULES AND REGULATIONS

- ◆ Park Hours: 8:00 a.m. to Dusk.
- ◆ 10 mph speed limit on park roads.
- ◆ Carry in, carry out – dispose of trash.
- ◆ Fires in cooking grills only.
- ◆ All dogs are to be leashed while in the park.
- ◆ Pet owners are responsible for “scooping.”
- ◆ No motorized recreational vehicles allowed.
- ◆ No guns or weapons of any type allowed.
- ◆ No skateboards allowed.
- ◆ No water balloons allowed.
- ◆ No alcoholic beverages allowed.
- ◆ Improper conduct will result in immediate removal from park.
- ◆ No cutting of trees by the public
- ◆ The Town is not responsible for lost or stolen property.
- ◆ Vandals will be prosecuted.
- ◆ Park activities are at your own risk.
- ◆ Parking in designated areas only.
- ◆ Parking for (2) TWO CARS ONLY at the pavilion Route 150 entrance.
(This entrance is for loading and unloading only of heavy items and special handicap needs).

Adopted by Town Board resolution [2001-163] May 10, 2001 & Amended by resolutions [2002-205], [2002-206], [2004-457], [2005-074], [2005-454], [2007-483], and [2015-119]