

TOWN OF GRAND ISLAND PARKS DEPARTMENT

1881 Bedell road
GRAND ISLAND, NY 14072



2017 Agreement of facilities use for: The Town of Grand Island

R1/17

PARKS FACILITIES

At _____ **GRAND ISLAND, NY 14072**

Purpose: Park facilities are provided as multi purpose athletic, cultural and educational areas for individuals and various groups, clubs, and organizations of the Town of Grand Island.

Administration: The Town of Grand Island Parks Department will be responsible for the administrative use of all of the grounds and facilities.

Maintenance: The Town of Grand Island Parks Department will be responsible for the daily, long range, technical maintenance, grooming, cutting, and lining of all athletic fields and related facilities.

Use of Parks Facilities: Any individual, non-profit organization, group, or club may make use of the park. Proof of residency, Certificate of Insurance, Letter of Permission from a school if the school facility is being requested and applicable user fees are required.

The minimum deadline to submit usage request is 4 weeks prior to start date. All submissions will be on a first come, first served basis. Any late submissions or changes to request will approved at the discretion of the Parks Department, based on the ability to prepare the requested facility by the date(s) requested.

Lavatory Facilities: The Town of Grand Island Parks Department will include the use of the lavatory facility closest to the activity area being used. Each group is responsible for proper use, clean up, and supervision of the lavatory facility.

Damages: users will be responsible for repair of damages caused

THE PARKS DEPARTMENT RESERVES THE RIGHT TO BLOCK OUT DATES AND TIMES OF USAGE AND TO LIMIT OR RESTRICT THE USE OF ANY FACILITY OR ATHLETIC FIELD FOR THE PURPOSE OF REPAIRS, MAINTENANCE AND GAME PREPARATION, OR CONSTRUCTION NEEDS.

Sign Out Procedure:

1. Responsible individual for his/ her group, organization, or club may telephone 773-9686 or stop in at the Parks Office at 1881 Bedell Road to check out the calendar of the facility's availability.
2. All required documents, including certificate of insurance and any applicable fees must be presented to the Town.
3. Once the proper information and required materials have been approved, the Parks Department will issue a written letter of approval to the responsible individual for the requested date(s) of use. Written permission of use may be released on a day-to-day basis or long-term use as determined by the Parks Department.
4. Unless other arrangements have been approved by the Parks Department, the key(s) is to be picked up the day of scheduled use and returned the following weekday following your last use.
5. Receive copy of license.

*A copy of your currently dated certificate of insurance will be kept on file in the Parks Office. This certificate of insurance is to name the Town of Grand Island **as the certificate holder** and is "also insured."

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Responsibilities of the user:

Only Official schedules will be considered for facility scheduling. Email or phone schedules are not acceptable and will not be scheduled. Scheduling is done M-F until 2pm. There will not be any schedule changes after 2pm.

1. To submit all required paperwork as ONE package. To include certificate of Insurance, completed agreement and final master schedule.
2. To notify the Parks Department of any additions or cancellation to previously submitted schedules at least 24 hours in advance.
3. To provide the Parks Department with the properly completed paperwork. An application form, current certificate of insurance and permit request are required. Permit fee is according to fee schedule set by the Town of Grand Island.
4. To supervise the requested area during their activity.
5. To clean up the area when finished using trash cans and/ or dumpster when necessary. In general, leaving the facility in better condition than you found it. This includes areas of the player benches, spectator seating, dugouts, concession stand and lavatories.
6. The lavatory is to be checked frequently. Check and correct the status of tissue needs, floor and toilet conditions. Lock doors and turn off lights at the completion of your activity.
7. Return key, if any, the following day or as pre-arranged upon the completion of your program.
8. To notify the Parks Department of any problem(s) you or your group may have encountered. IE: lavatory/toilet concerns, diamond/field needs etc.
9. To notify the Parks Department as soon as possible of any damages that may have occurred during your use to any grounds, property, buildings or equipment.
10. To provide necessary schedules connected to extended use situations. IE: playoffs, tournaments, clinics etc. This will require at least 5 days notice.
11. If using a school sport facility a Letter of Permission from the school will be required.
12. Notify Parks Department immediately when game is cancelled.

Fee Schedule as per adopted by Town of Grand Island 2017:

NON-RESIDENT USE OF RECREATION FACILITIES:

Per Special Use: Clinics, Shows, Camps, etc. \$ 150.00

The interpretation, application and enforcement of the provisions of this fee schedule are the minimum requirements necessary for the protection of the health, safety and general welfare of the Town of Grand Island. The fees established reflect the administration costs of processing such permits and will be subject to review by the Town as needed.

Responsibilities of the Parks Department

1. To administer the use of the Parks facilities, collect certificates, permits and applicable fees
2. To provide a clean, safe, and healthy environment.
3. To notify users of any conflict of date(s) and/ or times.
4. To notify groups of the closing of the facility resulting in the cancellation of the request to use such facility.
5. To provide timely response to your group's questions or requests.
6. To post flags & signs indicating closed or no use of space
7. Bad weather clause: parks will determine facility closure or alternate changes by 3pm day of in climate weather.
8. Only Games will be scheduled that are submitted with agreement, make-up games via Coach as per schedule format.
9. Town is not responsible for scheduling practice and tryout sessions.

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Park Facilities Use Permit - REQUEST 2017

Complete Page 3 & 4 and submit with all required documents to: Parks Department 1881 Bedell Road, Grand Island, NY 14072

Facility you are requesting _____

Primary Days, times and space of use: Please attach official schedule and submit.

STATEMENT:

The user on behalf of himself/ herself, his/ her group or organization, and its members, hereby agrees as follows:

1. User will comply with all the policies and procedures of the Town of Grand Island.
2. User and its members shall conduct its activities upon the premises so as not to endanger any person lawfully.
3. User shall, to the extent permitted by law, indemnify, defend, save and hold harmless the Town of Grand Island, and all its officers, agents, and employees from any and all claims for losses, injuries, damages, expenses (including reasonable attorney's fees) and liabilities to persons or property occasioned wholly or in part by the acts or omissions of the user, its agents, officers, employees, guests, patrons, or any person or persons admitted to the property while said property is being used or under the control of the user.
4. User shall purchase and maintain Comprehensive General Liability Insurance with limits not less than **\$1,000,000** for each occurrence, combined single limit bodily injury and property damage, and said policies shall be endorsed to provide the following:
 - (a) **Named as additional insured the Town of Grand Island and its members, and all officers, agents, and employees of each of them;**
 - (b) That such policies are primary insurance to any insurance available to the additional insurers, with respect to any claims arising out of this agreement and that insurance applies separately to each insured against whom the claim is made or suit is brought;
 - (c) All policies shall be endorsed to provide thirty (30) days advance written notice to the Town of cancellation, non-renewal or reduction in coverage and shall be delivered to the Crew Chief of Parks Department of the Town of Grand Island.
5. User expressly understands and agrees that any insurance protection provided by user under this agreement shall in no way limit its responsibility to indemnify, defend and save harmless the Town under the provisions of paragraph 2.
6. Use of Hill is at your own risk. Hill use is not recommended.

Signature of User _____ Date _____

Representing _____

Parks Office to complete following:

Enclosed documents: Proof of Residency YES NO

School Letter of Permission YES NO

Certificate of Insurance YES NO Expiry Date _____ Dated submitted _____

Enclosed usage fee: \$ _____ PMT Type _____ Date _____

Received by _____ Date _____

Please make check payable to: **Town of Grand Island Mail to 1881 Bedell Rd. Grand Island NY 14072**

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Detailed Facility Use Permit -2017

Use of Grounds & Facilities will not be granted without this form being completed and returned to the Parks Department. Requests are due 4 weeks prior to start date (30 days) in advance for original request. At least 24 hour notice is required for any additional changes to original request or schedules. Changes are subject to availability.

ORGANIZATION or TEAM NAME: _____

League Category: Resident Non-Resident

Type of use: Soccer Baseball Softball Football Event Other-Explain: _____

Indicate: Distance _____ Mounds _____

Please Check One: Organization Travel Team All Star House Camp Clinic Other

PERSON IN CHARGE: _____

Address _____

Phone: H _____ C _____ W _____

E-mail address _____

ALTERNATE CONTACT Name _____ Phone _____

Address _____

PURPOSE OF ORGANIZATION _____

*List Dates, Times & Preference in pin point format for space requested: Please be specific - attach a final master schedule if additional space is needed:

***BLOCKED OUT DATES of facilities:** **inquire within for any other legal holiday that may be blocked out.*

- May - Memorial Day (Monday) –all facilities
- June 9 - Relay for Life event Friday to 9am Saturday June 10- at Vets Park
- July- Independence Day: (July 3rd & July 4th) all facilities
- September- Labor Day (Monday) all facilities

Signature _____ Date _____

Town Clerk/Chief _____ Date Received _____ Time: _____