

FACILITIES RESERVATION PERMIT

Date of Application: _____

Organization*/Individual Requesting: _____

Address: _____ Town: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Person responsible for facility (on site): _____ (must be 21 or older)

*Organizations may be required to provide a certificate of insurance naming the Town of Cicero as additionally insured.

Purpose of use: _____

Please list special needs: _____

Expected attendance: _____

Will event be catered: Yes No

Date(s) requested: _____

Time requested*: From _____ am / pm to _____ am / pm

*Include set up and clean up times

Facility Requested (please see back of form for available facilities) _____

Payment is accepted by cash, check or money order. All checks must be made payable to the Town of Cicero.

Additional Information

Any check with insufficient funds will be assigned with a \$20 overdrawn check fee, in addition to the full payment. No reservation will be held without proper payment.

Deposits must be paid 2 weeks prior to event. If there are any violations to the rules, including failure to remove trash, the full deposit will be forfeited. After inspection of facility, deposit refunds will be mailed as follows: deposits paid by check - within 30 days following the reservation, deposits paid in cash within 2 weeks of the reservation. Any damage, cleanup or replacement of equipment will be charged against the deposit at a rate of \$20 per hour. If damage or cleanup fees are in excess of the deposit amount, the remainder will be billed to the person renting the facility.

Cancellations and refunds will not be made unless permit holder notifies the Parks & Recreation Department in writing by mail, e-mail or fax at least 30 days before the reservation date. If less than 30 days or if facility cannot be reserved by another group, a \$30, or the entire fee, if less than \$30, is non-refundable.

May we send your receipt and rental information by e-mail? Yes No

If you circled YES, clearly print e-mail address: _____

Hard copies will be available to those that prefer using the mail.

I _____, am fully aware, accept and acknowledge the condition that the Town of Cicero does not carry medical insurance on program participants. Further, I agree to release the Town of Cicero, its employees, agents and administrators from any and all claims I may have from damage arising out of my rental of a Town facility for picnic/league play/field use, and agree to defend, indemnify and hold harmless the Town of Cicero, its employees, agents and administration from any claims by a third party arising in whole or in part out of my actions. I will in turn pursue appropriate coverage via personal or employee insurance. I acknowledge it is my responsibility that all Town rules are obeyed. I understand I will be responsible for charges due to loss or damages. I further verify that I am 21 years of age or older and assume responsibility for the actions of the above group.

Signed* _____ Address _____

Phone _____ Name of Organization _____

*Signature must be same as name on reservation form. This person is the official permit holder.

Office Use Only:

There will be a charge for this activity: Yes No Facility requested: _____

Usage Fee: _____ Date Paid: _____ Receipt # _____

Deposit: _____ Deposit Due Date: _____ Date Paid: _____ Receipt # _____

Deposit Refunded: Amount _____ Check # _____ Date _____

Certificate of Insurance on file: Yes No Rules and Regulations copied to permit holder: Yes No

Staff person needed: Yes No If yes, who is staff person on site: _____

On-Call person needed? Yes No If yes, who: _____ Notify permit holder: Yes No

Date permit holder was notified of on call person and number: _____ Initials of staff who notified: _____

Reservation Logged (check and date):

In book _____ Park Supervisor _____ Director _____ Beach (if applicable) _____

Special Notes: _____

Director Signature

Date

Facilities Available For Rental

Fields	Rates: TBA/ Resident/ TBA Non-Resident	Deposit Required: \$ 100
Rates are per field per 2 hours. Rates TBA extra for field preparation (dragging and lining). No bases are provided at fields.		
Picnic Pavilions	Rates: \$50 Resident/ \$75 Non-Resident	Deposit Required: \$ 100
Central Park (1)	Capacity: 30	Sheldon Memorial (1) Capacity: 30
Gateway (1)	Capacity: 40-75	Skyway (1) Capacity: 50
Plank Road (2)	Capacity: Shelter: 75-100, Gazebo: 50	William Park (2) Capacity: Carrick: 50, Stapleton: 50
William Park (1)	Capacity:	
Gazebo**	Wedding Package Rates: TBA Resident/TBA Non-Resident	Deposit Required: TBA
Building	Rates: \$40/ hour Resident, \$60/hour Non-Resident	Deposit Required: \$100
William Park Rec Center Capacity: Max 28 with tables & chairs, 56 standing only (William Park is only available during non-beach season)		
Kitchen Use*	Rates: \$20 per hour additional fee	*An additional form must be filled out to request use of a kitchen facility

Terms of Use

- All reservations are to accepted in person or by mail with total payment on a first come, first serve basis. No telephone reservations will be accepted. Requests for facility use will be taken on and after January 1st each year for seasonal and/or daily usage during that year.
- No alcoholic beverages are allowed in Parks or any Town facility.
- Smoking is prohibited in all buildings, pavilions, youth playing fields, playgrounds, restrooms and on beach. Please use designated smoking area at each park.
- Animals are prohibited in all buildings. All dogs must be leashed in all parks (**see special rule regarding dogs at William Park). Dogs are not allowed during youth league or town sanctioned programs.
- Only portable toilets available at some parks. The public restrooms at William Park are open only during beach operation hours. During non-beach hours, a portable toilet is available.
- The Parks & Recreation Director will process permits (with input when deemed applicable from the Commission), then inform applicants orally and in writing under what stipulations they have been granted park usage.
- Issuance of a Park Permit is dependent upon payment of appropriate fees according to the Town of Cicero Parks & Recreation fee schedule.
- The use of tape, nails or tacks on walls or posts at any facility/pavilion is prohibited. Damages to all facilities or neglect in returning them to original condition will result in billing the permit holder for total cost of materials, supplies and man-hours necessary to offset the aforementioned actions, along with forfeiture of deposit. This includes, but is not limited to:
 - Lack of trash pick-up of park.
 - Improper usage of Town maintenance, materials and supplies.
 - Vehicles on turf areas
 - Usage of ball fields under wet conditions and failure to repair accordingly.
 - Improper usage of keys.
- All parks in the Town of Cicero are "carry in, carry out" facilities. You are required to remove litter or trash that is generated by your use of the facility.
- Park hours are 1/2 hour before sunrise to 1/2 hour following sunset. All pavilion rentals will be for the entire day.
- Respect other groups in the park using the facilities. Your permit does NOT give you exclusive rights to the whole park.
- The Department assumes no responsibility for storing food, beverages or supplies delivered to the park.
- Absolutely no loud music or any kind of sound amplification allowed unless specifically requested at the time of the permit. Volume must be within the Town's acceptable levels.
- No driving on park grounds or grass areas. All vehicles must remain in parking lots. Please obey all no parking, handicap and fire lane designations.
- No inflatable apparatus allowed without prior approval.
- No gas or propane grills are to be brought into the facility. Small table top grills are allowed.
- All groups of persons under the age of 18 will be chaperoned by persons 21 or older on a basis of 1 adult per 10 persons under 18.
- Park facilities do not have electricity. No generators or portable electricity, unless approved at time of permit.
- Applicants assume responsibility of participants, spectators and any damages.
- No advertising of event without permission from the Town of Cicero Parks & Recreation Department. No soliciting in any Park facility.
- This permit is for the period shown and is subject to all the rules and regulations for the Town of Cicero. The Department will not guarantee accommodations for more than the numbers indicated.
- Selling of any item is prohibited without a permit from the Town of Cicero. No admission fee shall be imposed without permission of the Town of Cicero.
- Group using catering food service may be required to have Health permits from the Onondaga County Health Department. Compliance with all applicable laws and regulations of the State of New York, the Town of Cicero, and Onondaga County Health Department is a requirement of the permit holder. Failure to follow any of the rules and regulations will result in loss of future reservation privileges.
- The Town of Cicero reserves the right to void the permit should facilities become unavailable for any reason.
- Snowmobiles or ATV's are prohibited (with the exception of use for ice fishing purposes at William Park).
- No hunting allowed in any Town park.

Joseph F. William Park Additional Rules & Regulations

- No swimming or wading, except in designated areas and only while lifeguards are on duty.
- While in the water, children under age 8 must remain within an arms length of an adult who has swimming ability at all times.
- No docking boats. Car top style watercraft can be launched from the left side of the dock only.
- Fishing in designated areas only.
- Dogs are not allowed May through October. Dogs are not allowed during youth league or town sanctioned programs. ***Contracted dog services will be allowed with approval of department.
- No open fires.
- No overnight camping.

Building Facility Additional Rules

- No nails, pins, thumbtacks or tape may be used on walls or ceilings.
- Permit holder is responsible for returning the facility to its original condition, including moving back all tables and chairs and cleaning the bathroom facilities.
- No entering the facility without a staff person present.

Concession Facilities Use

Concession facilities use (if requested) accompany field permits on a exclusive basis when permits are on a seasonal basis. Non-seasonal use will be on an if available basis.

- Exclusive concession facility usage will be granted through a permit process and an accompanying insurance certificate naming the Town as additional insured.
- Non-seasonal groups wishing to operate concession facilities (either permanent or portable), on a temporary basis at Town parks must make their desires explicit and time of permit request. Utilities will be billed upon meter readings on the day that the permit is effective through day that permit expires.

Gazebo Use Rules - TBA