

APPLICATION REQUEST FOR PARK USE

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ARE YOU: (Required): Please check 1-box below:

- ☐ A NEW USER/NEW
EVENT?
☐ A RETURNING
USER/EVENT?

APPLICANTS ARE REMINDED THAT THIS FORM IS A REQUEST FOR RESERVED-USE OF A CITY PARK FACILITY. FINAL APPROVAL IS PENDING PARK & FACILITY AVAILABILITY, AS WELL AS APPROVAL FROM THE PARKS ADMINISTRATOR IN CONJUNCTION WITH THE PARKS & RECREATION COMMISSION.

1. The applicant must submit their organization's certificate of insurance, (COI), by email to llansing@oneonta.ny.us within 2-weeks of completing this on-line application. NO action will be taken on the applicant's request until an up-to-date COI form has been received by the Recreation Office;
2. Upon receiving the COI, the Parks Administrator will prepare and issue, (by email), a Park Permit to the named applicant, as the main representative of their organization. It is the responsibility of this applicant and their organization to review and uphold all stipulations listed on their Park permit, as well as all other City Park rules.

APPLICATION SEASON DUE-DATES:

- Spring Season - (March-May) applications due by the last Friday in JANUARY;
- Summer Season - (June-August) applications due by the last Friday in MARCH;
- Fall Season - (September-November) applications due by the last Friday in MAY;
- The \$50.00-application fee will be invoiced to the applicant, along with all facility rental fees, at the end of each respective application season. Application fees are nonrefundable;
- Applications submitted after the season due-date will be charged an additional late-fee of \$50.00, which will be added to the applicants final invoice at the end of the season;

ORGANIZATION (Required): _____

EVENT'S NAME (Required): _____

**LIST THE DAY, DATE &
TIME OF YOUR EVENT:
(Start-End)**_____

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APPLICANT'S NAME (Required): _____

POSITION: _____

Email (Required): _____

Cell Phone (Required): () - _____

Work Phone: () - _____

Address:

Street: _____

Address Line 2: _____

City, State, Zip: _____

SELECT THE CITY OF ONEONTA PARK YOU'RE REQUESTING FOR YOUR EVENT OR USE:

- ☐ NEAHWA PARK
- ☐ WILBER PARK
- ☐ MAPLE STREET PARK
- ☐ SWART WILCOX PARK

Choose One (Required):

(Select only one option)

- ☐ I have submitted my organization's COI, (Certificate of Insurance) with this application;
- ☐ I will email my organization's COI within 2-Weeks to: llansing@oneonta.ny.us;

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Single Event – Reserved Use of Park Facilities & Space:

On The COMMUNITY PAGE –Applicants will find:

- 1 - Information on the City's requirements for Insurance documents-(**COI**);
 - 2 - Contact information for **Dig Safely New York**; if event will be using tents or shade cover of any size;
 - 3 – A Pavilion Rental Application, along with instructions for pavilion use, which is done by the City Clerk's office;
 - 4 - Maps of both Neahwa and Wilber Parks, which may help applicants to identify Park facilities and space;
- FYI:** *Neahwa Park has recently upgraded to stand alone, permanent pickleball courts, these are in the same location as those identified as 'Tennis Courts' on the Neahwa map. Wilber Park has (7)-recently resurfaced tennis courts; two of which are located next to a new basketball court facility, located in the area designated on the Wilber map as 'Courts 6-8'.

-Please list all **Park facilities & space** you wish to reserve for your event below. Be sure to designate **start and end times**, including set-up & breakdown time. Include public parking areas you may wish to request as part of your event.
-Include any **special requirements** needed for your event; **FOR EXAMPLE:** Early-Event Set-Up by concession-businesses, Use of Tents (which requires YOU to contact Dig Safely NY in advance of your event date), Placement of portable restroom facilities and/or trash dumpsters, etc.

Sport Season – User Request:

Please LIST Games & Practices separately:

Include all Park facilities which you are requesting. Be sure to designate Game-Day facility and/or Practice-facility within your request; it's best to use our Park maps to identify facilities and fields by number. ****Please provide DAY, DATE & TIMES for each Game Day request.** Include all **On-Field Times** in your request, so that our Parks staff will know when the facility must be ready, and when you'll be finished each day, in case another game or event closely follows your use.