

**VILLAGE OF BRIARCLIFF MANOR RECREATION DEPARTMENT**  
3 Library Road, Briarcliff Manor, NY 10510 (914)-941-6560 FAX (914)-944-2748

# **GROUP USE PERMIT APPLICATION**

**FACILITY REQUESTED** \_\_\_\_\_

DATES: \_\_\_\_\_ TIME: \_\_\_\_\_ TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

PERSON OF RESPONSIBILITY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

PURPOSE OF USE \_\_\_\_\_

TOTAL EXPECTED ATTENDENCE? ADULTS \_\_\_\_\_ MINORS \_\_\_\_\_

How many of above will be Non-Residents?      **ADULTS**      **MINORS**

How many of above will be Non-Residents?      **ADULTS** \_\_\_\_\_ **MINORS** \_\_\_\_\_

Will there be a Fee Charged for Participation?      YES      NO

Will alcoholic beverages be served? **YES** **NO**

We, the undersigned, in consideration for permission to use the above requested facility, agree to abide by the fee structure and rules printed on the back of this form. We furthermore agree to save and hold harmless the Village of Briarcliff Manor, its employees, and all related officials from liability for any and all loss, damage or injury to persons or property by reason of, or arising out of your use of the Center.

DATE \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Applicant)

In order to receive a date commitment, the appropriate fees must accompany the application.

\*\*\* TO BE COMPLETED BY THE SUPERINTENDENT OF RECREATION \*\*\*

**FEE CHARGED**

## COMMENTS

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For more information, visit [www.ams.org](http://www.ams.org) or call 800-321-4267.

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## Superintendent of Recreation

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Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

### Insurance Sent:

## **GROUP USE GUIDELINES**

1. Although your group has been granted the privilege of using the park, we would like you to keep in mind that other Village residents will also be using the park facility. A spirit of mutual cooperation by all park participants would be appreciated.
2. The park site will be open and available from the hours of 8 am to dusk unless otherwise posted. This is subject to the permit issued by the Briarcliff Manor Recreation Department.
3. A copy of this permit will be issued to you. Please be sure to have it available for inspection on the day of your activity.
4. Only licensed vehicles will be permitted in the park. These should only be operated on designated roadways and parked in designated parking areas. Please keep off the grass.
5. All park users must comply with all applicable provisions of the Vehicle and Traffic Law of the State of New York.
6. Camping, erecting a tent or shelter in any park is strictly prohibited except under permit from the Briarcliff Manor Recreation Department.
7. The applicant shall be responsible for the conduct of all the participants attending the group function. Participants must conform to all park rules and maintain self-control at all times.
8. There is no horseback riding, boating, swimming, hunting, trapping or snaring permitted in the parks.
9. Firearms, bows and arrows or weaponry of any kind is strictly prohibited from all park sites.
10. The defacing, destruction or removal of any trees, shrubs, flowers or wildlife from any park is prohibited.
11. No digging, trenching or removal of earth, soil or stone walls is permitted.
12. Amplified music will be permitted in the parks providing it does not adversely affect other park users or neighboring property owners.
13. No commercial activity or concessions of any kind are permitted in the parks without the written consent of the Briarcliff Manor Recreation Department.
14. Littering is strictly prohibited. Participants must clean up their area of use prior to the conclusion of their function. Litter receptacles are provided for refuse from park functions. Personal use of the receptacles is prohibited. If picnic tables are moved please be sure they are returned to their original locations.
15. No burning or fires are permitted except in designated grills and fire pits.
16. In event of a cancellation, please notify the Recreation Office as soon as possible.
17. All groups are expected to use good judgment during inclement weather. Failure to do so will cause damage to a field or facility for which you will be held responsible.
18. In case of emergency, please call 911 for the Briarcliff Manor Police Department. Their non-emergency number is 941-2130.
19. The Briarcliff Manor Recreation Department reserves the right to suspend, revoke, annul or otherwise terminate any permit granted, in the event that the Department, in its sole discretion, determines that the above rules and regulations or parts thereof are being violated, or that there is reasonable grounds to suppose that park property is being abused.
20. If you are planning to serve alcoholic beverages at your function, you will be required to provide a certificate of insurance providing \$1,000,000.00 of general liability coverage naming the Village of Briarcliff Manor as additionally insured. The original certificate must be in the possession of the Recreation Office at least one week prior to your use. In no instances may alcoholic beverages be sold.