



www.townofnewscotland.com

TOWN OF NEW SCOTLAND

Parks Department
475-0385
nshway@townofnewscotland.com

Darrell Duncan
Parks Administrator

Dear applicant,

Please fill out the enclosed form and submit it along with a check or money order made payable to the **Town of New Scotland** (see attached Pavilion Procedures). The pavilion permit fee is **\$75.00**. Please review the Permit Policies on the back of the form and the enclosed Rules and Regulations for Use of Town Parks.

Your reservation is not considered confirmed until you have received an approved copy of the permit from the Parks Department. This permit **must** accompany you on the day of your event(s).

If you decide to cancel your reservation, the Parks Department must be notified at least 2 weeks prior to your event.

Town of New Scotland Parks Department

Updated 02/11/10



www.townofnewscotland.com

TOWN OF NEW SCOTLAND

Parks Department
475-0385
tspark@netzero.net

Darrell Duncan
Parks Administrator

<u>OFFICE USE ONLY</u>	
Date Request Received: _____	Date Permit Issued: _____
Confirmed or Rejected: _____	

TOWN OF NEW SCOTLAND FIELD / PAVILION USE PERMIT

Today's Date: _____

Name of Organization / Individual: _____

Name of Person Responsible: _____

Address: _____ **Phone (H):** _____

_____ **(W):** _____

Facility Requested: _____

Date Pavilion Requested: _____ **Day of Week:** _____

Time: _____ **To:** _____ **Size of Group:** _____

Purpose of Facility Use (Be Specific): _____

The person listed below is legally responsible for any and all action of the field/pavilion users while they are at the Town of New Scotland park facility. This person will be held financially responsible for any and all damages to park property caused by a member of his/her group. The person is responsible for his/her group's adherence to all permit guidelines and the Rules and Regulations for Use of Town Parks.

The person responsible hereby acknowledges that he/she has read, understands and agrees to comply with the policies outlined on the back of this form and the enclosed Rules and Regulations for Use of Town Parks. The person responsible further verifies that he/she is 21 years of age or older.

The Person responsible hereby requests reservation of the Town of New Scotland field / pavilion above, for the date(s), times, and purposes shown. He/she, on behalf of organization, further agrees to hold harmless and completely indemnify the Town of New Scotland, its officer, agents, and employees from and against all liability.

Signature of Person Responsible

Date

This permit must accompany person responsible to the event.

Scheduling conflicts page Darrell @ 484-0474



www.townofnewscotland.com

TOWN OF NEW SCOTLAND

Parks Department
475-0385
tnspark@netzero.net

Darrell Duncan
Parks Administrator

Pavilion Reservation Procedure

Beginning January 1st, requests for pavilion reservations will be accepted.

Upon request, a pavilion permit form and other pertinent information will be mailed or faxed.

Complete the Use Permit Form and return to the Parks Dept. at Town Hall with appropriate payment.

Checks shall be made out to Town of New Scotland and mailed with the application to Town of New Scotland, 2029 New Scotland Road, Slingerlands NY, 12159; ATTN: Parks Department

See Policy for Pavilion Use Form for more information.

No reservation will be considered confirmed until written approval is granted by the Parks Department. Reservations will **not** be “penciled in.”

The person responsible for reserving the facility must bring the permit with him / her to the event.

Permits are valid **only** for the day(s) and time stated therein.

If you have any questions please call Pat or Teresa @ (518) 475-0385.

TOWN OF NEW SCOTLAND
POLICY FOR PAVILION USE 2009

- A. Organized use of Town Pavilions is by permit only.
- B. The person responsible must complete the pavilion permit application and meet the following criteria before a permit can be issued by the Town of New Scotland:
 - 1. A responsible adult age 21 or older must complete the application.
 - 2. The time, date and facility being requested must not be in conflict with a Town of New Scotland sponsored activity or with another organization or individual previously assigned to the pavilion. Non permit use cannot be guaranteed.
 - 3. Where applicable a *reservation fee must be paid to the Town of New Scotland according to the following **Fee schedule:**

<u>Pavilion Reservation:</u>	Resident	\$75.00	Non Resident	\$125.00
-------------------------------------	-----------------	----------------	---------------------	-----------------

Playing fields are not guaranteed for use on the day of your event. Call 475-0385 for availability.

Fees may be waived for Community Service/Public Safety Organizations.

*** Community Service / Public Safety Organizations include: Local schools or churches, the New Scotland Kiwanis club, the Albany County Sheriff's department, the American Legion, and local Volunteer Fire or Ambulance Departments.

- 4. The Town reserves the right to require organizations to provide a Certificate of Insurance covering all members and participants, and naming the Town of New Scotland as an Additional Insured with respect to an organization's use of Town facilities and/or require individuals to provide a Certificate of home owner's liability.
- C. The party named on the permit must be the pavilion user and may not transfer use to another party. The purpose of the pavilion use may not vary from what is stated on the permit.
- D. The Town of New Scotland is not responsible for cancellations of pavilion use due to weather conditions.
- E. **The person responsible on the permit will be responsible for the actions of all group members and will reimburse the Town of New Scotland for any damages caused during the use of the facility.**
- F. The person responsible agrees to hold harmless and completely indemnify the Town of New Scotland, its officers, agents, and employees in any claim of personal injury or property damage in any way arising from use of the facility.
- G. Requests to use a facility on a regular basis may be denied or restricted based on the demand for and the availability of the particular facility. Requests may also be denied if, in the opinion of the Parks Administrator and/or the Town Supervisor the size of the group or the activities of the group will be detrimental to the facility.
- H. Should any section, paragraph, sentence, clause, or phrase of this policy be declared unconstitutional or invalid for any reason by a court of competent jurisdiction, the remainder of this policy shall not be affected.
- I. All other cases involving the use of the Parks and Recreation facilities of the Town of New Scotland not stipulated in the aforementioned policy will be decided upon the discretion of the Parks Administrator and/or the Town Supervisor
- J. **Trash removal is the responsibility of the permit holder**



www.townofnewscotland.com

TOWN OF NEW SCOTLAND

Parks
Department
475-0385
tnspark@netzero.net

Darrell Duncan
Parks Administrator

Rules & Regulations for Use of Town Parks

Approved 12/9/98

- The parks are for the use of Town of New Scotland residents and guests who may accompany them.
- Animals are not permitted in the park's recreational areas.
- Hunting is prohibited; wildlife and vegetation shall not be removed.
- Unruly activity and abusive, loud and/or foul language is prohibited.
- Unlicensed motorized vehicles are prohibited. All vehicles must remain on roads and parking areas.
- Soliciting or posting of signs is not permitted.
- Camping and open fires are prohibited. Charcoal grills are permitted in picnic areas only.
- Trash and all other litter must be placed in containers provided. It shall be limited to materials accumulated during use of the area. Carry out policy would be appreciated.
- Playing music loudly is prohibited.
- Dangerous devices such as air guns, explosives, guns and archery equipment are prohibited.
- Children under the age of 10 must be accompanied by an adult at all times.
- In the event of a hazardous condition, any facility may be closed to the public at the discretion of members of the Parks Department.
- Special events or group usage requires prior approval of the Town Board.
- All fund-raising activities must be approved by the Town Board.
- All usage of facilities must be recreational and not for profit.
- Hours of operation are 7 am to 11 pm in lighted areas, until sundown in unlighted areas.
- Violation of the above rules may result in revocation of any permit granted to users.
- All other cases involving use of park facilities will be determined by the Town Board.
- The Town Board may allow exceptions to one or more of these rules in the case of special events or circumstances.