

# CITY OF NORWICH PARKS COMMISSION

## FACILITIES RESERVATION REQUEST FORM

Complete and return this form to City of Norwich, Parks Department, One City Plaza, Norwich, NY 13815.

Organization/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ AM \_\_\_\_\_ PM

Name of Person Responsible for the Event or Activity: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ AM \_\_\_\_\_ PM

What Event or Activity will take place: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s): \_\_\_\_\_ Number of Anticipated Participants: \_\_\_\_\_

Will Your Organization/Group be Charging a Fee: \_\_\_\_\_ Fee Charged? \_\_\_\_\_

### Weiler Park Facilities Request:

\_\_\_\_\_ **Ball Fields**

\_\_\_\_\_ **Skating Rink**

\_\_\_\_\_ **Tennis Courts**

\_\_\_\_\_ **Lights**

**Picnic areas, pavilions and playgrounds are on a first come, first served basis and cannot be reserved.**

My signature below indicates that I have received a copy of the "Conditions for Use of Parks Facilities" and that my organization and I agree to abide by all the provisions, rules and regulations contained therein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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### Office Use Only

\_\_\_\_\_ **Payment Received**

\_\_\_\_\_ **Comments:**

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

# CONDITIONS FOR USE OF PARKS FACILITIES

1. Previously scheduled events will take priority.
2. Under the Open Container Law, No Alcoholic Beverages are permitted in Kurt Beyer and East Park. All other parks require written permission by the Chief of Police.
3. Persons making reservations must be 21 years of age and responsible for the event or activity.
4. Park areas are to be left in the same condition prior to use. Applicants are responsible for disposal of trash, litter, etc. Trash receptacles are available throughout the facilities.

5. I, \_\_\_\_\_, and \_\_\_\_\_ understand that  
Signature Name of Organization  
I will be responsible for repair or any damage caused by any intentional or negligent act of its employees, agents, or invitees.

6. In consideration of the City of Norwich Parks Department permitting the use of its park facilities by \_\_\_\_\_, I/We agree to indemnify and hold the City of Norwich harmless of  
Name of Organization  
any and all actions, proceedings, suits and claims of any nature whatsoever brought on as a result of any activity, action, and/or negligence by or on behalf of our organization, its officers, employees, servants, members and/or guests during our use of said park.

7. Fees for reservation of parks facilities:

\_\_\_\_\_ \$25.00 non-refundable user fee for all organizations.

\_\_\_\_\_ \$15.00 alcohol permit for all events/activities where alcohol is consumed.

\_\_\_\_\_ \$15.00 per night electric charge (for use of the lights)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Any questions or concerns may be directed to the Parks Department at 607-334-1243.

Please return the completed reservation request as soon as possible to City of Norwich, Parks Department, One City Plaza, Norwich, NY 13815, so we can process your request.