



# Town of Schuyler - Merkimer County, New York

2090 State Route 5, Utica, NY 13502 • Phone: (315) 733-7458

## PERMIT APPLICATION FOR GROUP USE OF TOWN PARKS

- Groups less than 10 people do not need a permit.
- A Park Permit is required for all groups with a minimum of 10 people to a maximum of 75 people.
- Groups larger than 75 people cannot use the Parks without Special Approval of the Town Board.
- Permit does not include fees required for access to facilities in the Parks.

Name of Organization / Individual: _____		
Contact Person: _____	Business Phone: _____	Home Phone: _____
Mailing Address: _____	Town: _____	Zip: _____
E-mail Address: (PRINT CLEARLY) _____		

<b>Park Requested:</b>
<input type="checkbox"/> Wood Lane Playground <input type="checkbox"/> Merchants Field — Cosby Manor Road
<input type="checkbox"/> Town Park Picnic Grove & Grounds — Bowie Road <i>(does not include Pavilion)</i>
<b>Type of Use:</b>
<input type="checkbox"/> Day Use <input type="checkbox"/> Weekend Use <input type="checkbox"/> Long-Term Use <i>(must renew every 2 weeks / renewal subject to current availability)</i>

<b>Approximate Number of People:</b> _____ <i>(Maximum: 75 people without Special Approval of the Town Board)</i>
Date(s) Requested: _____
Nature of Activity: _____
• Portable restrooms are available at all Parks: May 1st through October 31st

<b>I have read and understand the Park Permit Policies (attached) and agree to abide by the rules and regulations contained in these policies.</b>	
Signature: _____	Date: _____

<b>For Office Use Only</b>	
<input type="checkbox"/> Day / Weekend Rental: \$20.00 / Day	
<input type="checkbox"/> Long-Term Rental: \$200.00 <i>(Exclusive 14-Day Rental Period— requires re-application at end of 14 day rental period)</i>	
<input type="checkbox"/> 501(c)3 Non-Profit Organization Exempt Fee Status <i>(Must be approved by Town Board)</i>	
<input type="checkbox"/> Proof of Liability Insurance Provided	<input type="checkbox"/> Fee Paid: _____
	<input type="checkbox"/> Check <input type="checkbox"/> Cash
Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>(reason for denial: _____)</i>	
Approved by: _____	Date: _____