

**TOWN OF SOMERS DEPARTMENT OF PARKS AND RECREATION
D. WAYNE VAN TASSELL MEMORIAL PARK
RECREATION CENTER USE POLICY**

- The Recreation Center is available for meetings to recognized community groups except those for commercial use and for rental by residents for special functions. Use of the Recreation Center is limited to times other than those scheduled for Town-run programs. Acceptance and/or denial of any permit application is at the sole discretion of the Superintendent of Parks and Recreation.
- All permits must be applied for at least fourteen (14) days prior to the planned use.
- A copy of insurance (see permit) must be submitted with the permit application.
- The permit applicant agrees to complete a tour of the facility and pick up a key before their scheduled use. There will be a \$25.00 (cash) refundable key deposit. Only one key will be issued to a group. The key must be returned to the Recreation Office in Reis Park on the first working day after use of the facility.
- The permit applicant must be in attendance at all times during the function.
- All permits are for the sole use of the permittee and may not be transferred to another group/organization. A copy of the approved permit must be available at the site upon request.
- Should the permittee need to cancel for any reason, the Recreation Department must be notified as soon as possible. Failure to do so may result in loss of future use privileges. There will be no guaranteed make-up date due to cancellation.
- The Town reserves the right to cancel use due to inclement weather.
- The Town reserves the right to alter permit times, if needed, to accommodate Town programs.
- The permittee agrees to treat the building, grounds and equipment with care. Any damage occurring to the facility, grounds or equipment while being used by the permittee will result in full restitution to the Town.
- Only rooms/equipment requested on the permit application may be used. The permittee is responsible for their own setup. All tables should be covered and decorations may not be adhered to the walls. The facility must be left the way it was found. All refuse must be removed from the facility and placed in the dumpster.
- Special requests must be noted on the permit application.
- The Town of Somers Department of Parks and Recreation reserves the right to suspend, revoke, annul or otherwise terminate any application granted in the event the Department determines that these rules and regulations or parts thereof, are being violated or that there is reasonable grounds to suppose that site property used is being abused.
- PLEASE NOTE:
 - Smoking is prohibited in all Town Owned Buildings
 - Alcohol is prohibited
 - Maximum Fire Code Occupancy: 72.

Town of Somers
 Parks & Recreation Department
 P.O. Box 46
 Somers, NY 10589

VAN TASSELL PERMIT APPLICATION

Name of group	Number in group	Type of function
Date of event	Time	
Permitte Name (first/last)		
Home Phone	Cell Phone	email
Mailing address		
Street Address (if different from above)		
Organizations, churches, businesses & schools must provide a Certificate of Insurance with general liability combined single limits of one million dollars (\$1,000,000.00) for bodily injury and property damage, and include in the description that the Town of Somers is listed as an additional insured for the date of use of the park. Certificate attached Y ___ N ___ ON FILE ___		

The undersigned is over 21 years of age and has read the regulations for the use of the facility. The undersigned on behalf of himself/herself and/or the above-named organization agrees to abide by the regulations and to defend, indemnify and hold the Town of Somers, its officials, agents and employees harmless from and against any and all claims, suits, damages, and /or liabilities arising out of the use of the facility. It is further agreed that all claims against the Town for any damage or injury arising out of the use of the facility are hereby waived and released, and that the Town will be reimbursed for the cost of any damage or breakage arising out of the use of the facility

SIGNATURE_____ DATE_____

To be completed by Parks and Recreation Department Staff

Authorized By	Date
Restrictions	