



Ossining Recreation & Parks Department

Joseph G. Caputo Community Center
95 Broadway
Ossining, NY 10562
(914) 941-3189



FIELD & FACILITY USE PERMIT APPLICATION

Today's Date : ___/___/___

Organization/Group Name: _____ Responsible Person: _____

Address: _____ Primary Phone: _____

_____ E-mail: _____

Field/Facility requested: _____ See reverse side for list of fields and facilities available.

Lights requested: Yes No

Date(s) requested: _____ Times requested: from _____ to _____

Day(s) requested (circle all that apply): Mon. Tues. Weds. Thurs. Fri. Sat. Sun.

For the purpose of: _____

Number of participants:	Adults	_____	Minors	_____
	Residents	_____	Non-residents	_____

Fees*: Resident - Fields/facilities:	\$50.00 – 2 hour rental	Field/facility w/ lights:	\$100.00 – 2 hour rental
	\$25.00 each add'l hour		\$50.00 each add. hour
Non-Profit - Fields/facilities:	\$50.00 – 2 hour rental	Field/facility w/ lights:	\$100.00 – 2 hr rental
	\$25.00 each add'l hour		\$50.00 each add'l hour
Non- Resident - Fields/facilities:	\$150.00 – 2 hour rental	Field/facility w/ lights:	\$300.00 – 2 hour rental
	\$50.00 each add'l hour		\$100.00 each add. hour

**Ossining-based Youth Sports Organizations in good standing with the Ossining Recreation & Parks Department are exempt from fees.*

The undersigned being over 21 years of age and having read the rules and regulations on the reverse side of this application, agrees to be responsible to the Ossining Recreation and Parks Department for the use and care of the fields and/or facility used, and that the character of the program will conform with the foregoing statement.

There is no insurance coverage afforded individuals and/or organizations using any recreation facility. The organization shall be responsible for bodily injuries and medical expenses for all persons attending any functions in their behalf. They shall also be responsible for any and all damages to Village or Town of Ossining Property.

Signature of Applicant: _____ Date: _____

Approval will only be granted if the appropriate insurance certificates are current and on file with the Ossining Recreation & Parks Department.

Office Use Only:

Date received: _____ Fee to be charged: _____ Certificate of Insurance received: _____

APPROVED / DENIED

Comments: _____

Superintendent of Recreation & Parks: _____ Date: _____

Village of Ossining Parks – Fields & Facilities:

- Veterans Park:
 - Upper Field (*lights available*)
 - Middle Field
 - Lower Field
 - Roller Hockey Rink
- Nelson Park
 - Baseball Field
 - Soccer Field
 - Tennis Courts (*lights available*)
 - Basketball Courts (*lights available*)
- Snowden Park
 - Baseball Field

Town of Ossining Parks – Fields & Facilities:

- Ryder Park:
 - Little League Field – Finch
 - Little League Field - Briarcliff
 - Babe Ruth Field - Middle
 - Football/Soccer Field
- Gerlach Park
 - Baseball Field (*lights available*)
 - Soccer Field (*lights available*)
- Cedar Lane
 - Football/Soccer Field
- Engel Waterfront Park
 - Stage & Viewing/ Spectator Area

Ossining Recreation & Parks Department Field/Facility Use – Rules and Regulations

We agree to instruct the members, parents and/or guardians etc. of our group/organization and likewise any visiting organization at our fields of the terms and conditions of field usage. We understand that these rules are not limiting but series of terms and conditions for the good order, safety and protection of players and visitors and our field facilities. We acknowledge that violations may result in the call for police intervention; fines and penalties; and, the loss of field/park use. Specific points are provided, as follows:

1. Use of fields and facilities requires a permit issued by the ORPD for organizations and groups of 20 or more. The Superintendent of Recreation reserves the right to request a list of the members of the organization or group. Groups applying for permits to use Village or Town Parks for special events need approval by the Village Board or Town Board.
2. Alcoholic beverages are prohibited at field sites; including but not limited to parking lots, entry roads and athletic fields.
3. Dogs must be leashed and curbed at all times while in parks. No dogs are allowed on athletic fields.
4. ORPD fields and facilities are multi-use: utilized by different organizations within the same season and perhaps during the same day. We know that time delays do occur: mutual cooperation, understanding and courtesy is to be followed. Permit holders are required to leave the field reasonably after an event and in such a condition so that the following scheduled event can utilize the field as quickly as practical. Goals, fences, corner flags and all equipment should be removed from the playing surface and stored as safely as possible at the conclusion of each use that will be subsequently used by a different organization. ORPD provides detailed use schedules seasonally for every field: organization officials are obligated to keep current as to changes.
5. Vehicles are to be parked in designated parking areas only: no parking on the grass areas. NO Vehicles are permitted on the fields. Parking on adjacent roadways must be in accordance with posted street signs, as well as all applicable provisions of local ordinances. Violations are subject to ticketing and/or towing at the owners expense.
6. No commercial activity or concessions of any kind are permitted in the parks without the written consent of the Ossining Recreation & Parks Department, or the office of the Village Manager or Town Supervisor.
7. If event cancellation or a change in your scheduled use is necessary, you are to notify the Recreation Office as soon as possible (914-941-3189). All permit holders are expected to exercise good judgment when making cancellation decisions due to inclement weather or poor field conditions. Failure to cancel play when field conditions are poor will cause damage to a field for which the permit holding organization will be held responsible. When fields are closed by the ORPD or the permit holding organization, it shall be the permit holder's responsibility to ensure that their coaches and players honor the closure and stay off of the closed field.
8. All fields close according to park hours, unless prior approval is obtained from the ORPD. Trespassing and loitering are prohibited. Vandals will be prosecuted. If an emergency should arise, please call 911 for the Ossining Police Department. The non-emergency number is 941-4099.
9. In its sole discretion, the ORPD and/or the Village Manager or Town Supervisor reserves the right to suspend, revoke, annul or otherwise terminate any permit.
10. A Certificate of Insurance is required naming the Village of Ossining, or the Town of Ossining, depending on field location as additional insured in accordance with the established insurance requirements set forth by the Village or Town.