



# FACILITY USE PERMIT APPLICATION (NOT A PERMIT)

City of Rochester, Department of Recreation and Youth Services  
Bureau of Recreation, 400 Dewey Avenue, Rochester, NY 14613  
(585) 428-6755

**\*\*A \$20 NON-REFUNDABLE PERMIT FEE IS DUE UPON SUBMISSION OF "FACILITY USE PERMIT APPLICATION".\*\***

This application will not be accepted unless it is signed by the applicant and witnessed by a Notary Public or Commissioner of Deeds. Applicants must be 21 years of age or older.

**FULL PAYMENT REQUIRED AT TIME OF APPLICATION SUBMISSION – NO CASH**

For Office Use Only:

Batch # \_\_\_\_\_  
Permit # \_\_\_\_\_  
Fee \_\_\_\_\_  
Paid \_\_\_\_\_  
Balance \_\_\_\_\_  
Receipt (\_\_\_\_\_) \_\_\_\_\_  
Facility Director \_\_\_\_\_  
Master List \_\_\_\_\_  
Info Folder \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

\_\_\_ Auditorium/Lodge \_\_\_ Conference/Mtg Rm \_\_\_ Craft/Game Rm \_\_\_ Gym \_\_\_ Kitchen \_\_\_ Restrooms \_\_\_ Teen Lounge

**OTHER:** \_\_\_ Ice Rink \_\_\_ Pool \_\_\_ Docking Permit \_\_\_ Vending Permit \_\_\_ Large Gazebo \_\_\_ Small Gazebo \_\_\_ Fountain Area

**Field(s) Requested:** \_\_\_\_\_ **Type of Activity:** \_\_\_\_\_

**Enhancements/Dates:** Field Lining \_\_\_\_\_ Field Lighting \_\_\_\_\_

**Please circle if any applies (Special Events Activity):** Festival, Concert, Fundraiser, Tournament, Block Party, Parade, Walk or Race

Estimated # of Participants / Spectators: \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Date: Activity: \_\_\_\_\_

Hours requested: \* (From) \_\_\_\_\_ : \_\_\_\_\_ (To) \_\_\_\_\_ \* Be sure to include your Set-up and Clean-up Times.

Organization name- if appropriate: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ Day Phone \_\_\_\_\_ Day Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

## Circle One

## SPECIAL NEEDS:

- Yes No Are you requesting to serve alcohol (beer & wine only)? (This option is NOT available at Genesee Valley Fieldhouse)
- Yes No Are you charging an entrance fee?
- Yes No Are you requesting permission to sell food or other items, including tickets?
- Yes No Are you requesting permission to put up a tent(s)? If so, how many? \_\_\_\_\_ What size? \_\_\_\_\_ Feet \_\_\_\_\_ Feet
- \*\*Yes No Are you requesting permission to have bounce house or spacewalk, carnival games or rides, etc.?

**\*\* (If yes, you are required to get insurance coverage from company naming the City of Rochester as additional insured for one million dollars.)**

Describe security plan and promotional material (Attach security contract, promotion material, and insurance certificate upon request)

## Release & Indemnification Certificate

In consideration of the use of certain facilities owned by the City of Rochester and located at \_\_\_\_\_ in Rochester, New York.

I, \_\_\_\_\_, and my guests, hereby release said City, its officers, employees, agents, and servants from any and all liability, loss, attorney's fees or other expenses whatsoever, resulting from personal injury, including death, or property damage or loss to myself or my guests arising out of the use of such facilities on the date(s) specified herein, unless such injury results from the sole negligence of the City. I hereby further agree to indemnify and to save harmless said City from any and all liability, loss, attorney's fees or other expense resulting from my negligence or intentional misconduct or that of my guests, employees or agents during the use of the facilities.

By signing below, I also am indicating that the information that I provided on this permit application is accurate and true to the best of my ability. I also understand all the Procedures & Regulations for the Bureau of Recreation, which is located on the reverse side of this application, and I agree with all the terms and conditions.

Applicant's Signature \_\_\_\_\_

Sworn before me:

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

Notary Public/Commissioner of Deeds

**SEE REVERSE SIDE FOR PROCEDURES & REGULATIONS**

**SUBMITTING THIS APPLICATION AND PAYMENT PROCEDURES:** Application must be completed, signed by the applicant and witnessed by a Notary Public or Commissioner of Deeds. Mail or bring application to: Bureau of Recreation, 400 Dewey Avenue, Rochester, NY, 14613. Full payment (Check or money order – made payable to CITY TREASURER, Visa, MC or Discover) is due with this application unless otherwise specified. The permit will be reviewed, and once it is approved, it will be mailed to the applicant.

**PERMIT CHANGES INCLUDING CANCELLATION:** Permittee will be required to fill out a “Permit Modification/ Cancellation Request” Form at 400 Dewey Ave at least ten (10) business days in advance of the event date for all changes, cancellations or application withdrawals. All modifications have a \$10 processing fee, including cancellations (which also have an **additional \$20 cancellation fee**). DO NOT CALL THE FACILITY TO BE USED. Failure to provide proper notification will result in permittee being required to pay all charges associated with permit.

**REFUNDS:** Refunds do not include permit application fee, processing fees, and any portion of a deposit that covers damage by permittee/guests or additional services provided by the City due to permittee actions. Refunds will be issued to the permittee in accordance with the cancelation policy.

### **RULES AND REGULATIONS FOR THE USE OF FACILITIES AND EQUIPMENT**

The permittee shall be responsible for adhering to the following general conditions: All activities permitted shall be subject to the continuing direction of the City of Rochester and in conformity with all laws and regulations applicable thereto including, but not limited to, all safety, health and noise laws as may apply. The following specific rules and regulations are to be observed by all permittees, participants and/or spectators unless otherwise specifically noted on the permit agreement. If any provision of a permit is in conflict with the City Code, deference is given to the Municipal Parks Code. Any violation or deviation to the permit will cause the permit to be null and void or party to be “**shut down**” by recreation staff. At this point, the permittee, along with participants and/or spectators, will be escorted out of the facility or area of permit. **The permittee will lose the privilege to permit any City of Rochester facility in the future.**

#### **Permittees are responsible for:**

- Possession of the permit for inspection at the activity site
- Paying fees and/or charges by due dates
- Providing approved supervision as described on application
- Orderly conduct of participants and/or spectators
- Parking in approved areas only
- Maintenance and clean-up of activity area
- Payment for damages to facility and/or equipment
- Adhering to all conditions and limitations noted on the permit agreement including, but not limited to, facility/space to be used, duration of use, presence of responsible person as named on application
- Refer to the Municipal Parks Code for a complete list of responsibilities

#### **Permittees/Participants/Spectators are prohibited from:**

- Smoking in any City facilities
- Transferring permits
- Using facilities, equipment and/or services not specifically designated on permit
- Using facilities, equipment and/or services on dates and at times other than those designated on permit
- Conducting activities other than those specifically designated on the permit
- Vending food and beverages without specific authorization
- Vending of non-food items is prohibited
- Charging admission to activities without specific authorization
- Consuming alcoholic beverages unless specifically designated on permit
- Gambling or games-of-chance
- Erecting fences or barricades
- Building open fires

**\*\*NOTE: THIS IS AN APPLICATION FORM — NOT A PERMIT\*\***