



**FACILITY USE PERMIT APPLICATION**  
**(NOT A PERMIT)**

City of Rochester, Department of Recreation and Youth Services  
 Bureau of Recreation, 57 St. Paul Street, Rochester, NY 14604  
 (585) 428-6755

**\*\*A \$20 NON-REFUNDABLE PROCESSING 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. Security will ask for ID along Proof of Permit.

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

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 Department of Recreation & Youth Services, which is located on the reverse side of this application, and I agree with all the terms and conditions.

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

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

Sworn before me:

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

\_\_\_\_\_  
 Notary Public/Commissioner of Deeds

**SEE REVERSE SIDE FOR PROCEDURES & REGULATIONS**

For Office Use Only:	
Batch #	_____
Permit #	_____
Fee	_____
Paid	_____
Balance	_____
Receipt	(_____) _____
Facility Director	_____
Master List	_____
Info Folder	_____

**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, 57 St. Paul Street, Rochester, NY, 14604. 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. You can also complete this application and make a payment online by visiting <https://www.cityofrochester.gov/lodges>.

### **PERMIT MODIFICATION/CANCELLATION POLICY**

In order to **modify** a permit the permittee will be required to fill out a "Permit Modification/Cancellation Request" form and submit it to the Permit's Office (57 St. Paul St.) at least ten (10) business days in advance of the event date for all changes. All modifications have a \$10 modification fee.

To **cancel** a permit a "Permit Modification/Cancellation Request" form has to be completed and submitted to the Permit's Office (57 St. Paul Street). Cancellations must be submitted at least thirty (30) business days in advance of the event date for all cancellations or application withdrawals. Cancellations have a \$20 cancellation fee in addition to the \$20 non-refundable application fee. Cancellation refunds is as follows:

- All cancellations submitted thirty (30) business days in advance will be refunded 100% (minus the application and cancellation fee) no exceptions
- All cancellations submitted under the thirty (30) business days will be refunded 50%
- All cancellations submitted under ten (10) business days in advance will not be refunded.

### **REFUNDS:**

Refunds do not include permit application fee, e-Reservation processing fee, 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.

### **PROCEDURES AND REGULATIONS**

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. The permittee is responsible for any damages to the facility, facility equipment, non-adherence to trash policy, and adhering to all conditions and limitations noted on the permit agreement including, but not limited to facility/space to be used and duration of use. Any violation or deviation to the permit will cause the permit to be null and void or party to be "shut down" by Security or DRYS 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.

1. This facility is scheduled on a first come, first served basis. Once application and payment are received, your application will be reviewed. Reservation of date and time is confirmed through the issuance of a permit.
2. Possession of the permit for inspection at the activity site. Activities are to be limited to those listed on the face of the permit.
3. The lodge will not be opened earlier than 10 minutes prior to the time designated on the permit. Additional time for set up and/or take down must be included in the hours requested. In addition, if you decide you will leave earlier than planned, notify City security at 585-428-6625 so they can close the building. Do not leave the building unattended. **If you are not present at the facility at the time of your issued permit, the permit will be made null and void and you will not be refunded.**
4. The permit holder must adhere to orderly conduct of participants/spectators and the City's Noise Ordinance.
5. Do not use tacks, nails, screws, or tape on the walls, ceilings, tables, etc. for decorations or signs. Masking tape and 3M Self Stick Hooks are permissible. No decorations are allowed which would damage or discolor the facility or grounds. Any special decorations, activities, or amenities must have written approval of the Permit's Office.

6. Permit holder is responsible for clean-up of area after use. Refrigerator must be emptied. Oven must be wiped as clean as possible. Counters and tables must be protected by a hard surface (cutting board) when used for cutting. Garbage must be put in trash bags and left in designated area outside the building. Do not leave any trash in the building.
7. Folding tables and chairs are for indoor use only.
8. Prior approval required for tents larger than 10X10 and any inflatables.
9. Selling alcohol is not permitted without valid approval. Alcohol may be served by a licensed caterer only. You must contact the facility permits office at 585-428-6755 if you are intending to sell or serve alcohol.
10. No adult entertainment

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

- Smoking in any City facilities
- Transferring permits
- Using facilities, equipment and/or services not specifically 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

## **Additional Permit Charges**

As stated on the reverse side of your permit application, the permit holder is responsible for adhering to the facility policy and procedures. There will be additional charges mandated to the permit holder, if any of the following is in violation of the following general conditions.

- \_\_\_\_\_ **Any damage done to the property – charge will be based on assessed damaged item(s)**
- \_\_\_\_\_ **A minimum charge of \$25 for any trash that remains inside or outside the venue that is not picked up**
- \_\_\_\_\_ **A minimum charge of \$25 for a venue left unclean**
- \_\_\_\_\_ **\$150 per hour additional charge if permittee does not leave by permitted time on the application.**

If any of the above-mentioned issues are confirmed after your event, based on the security checklist, an invoice will be mailed and issued to you for the charge. Failure to pay these charges will result in the permit holder losing the privilege to permit any City of Rochester facility in the future.

By signing this form, you agree and comply with the rules of the Permit Office.

\_\_\_\_\_  
Permit Holder

\_\_\_\_\_  
Date

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