

**City of Port Jervis Use of Facilities Document**  
**Application for Use of Community Facilities**  
**(Application: Approved by Action of the Common Council and Recreation Commission)**

Name of Organization or Individual: \_\_\_\_\_

Dates Facility Requested: \_\_\_\_\_

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

Time: \_\_\_\_\_ to \_\_\_\_\_ Person in Charge: \_\_\_\_\_

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

Telephone : (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_

Is material or equipment required from Municipality? ( ) yes ( ) no

If needed, state what types and for what purpose:

\_\_\_\_\_

Is an admission fee charged? Yes ( ) No ( ) If so what will proceeds be used for?

\_\_\_\_\_

Agreement: The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. **I understand, am fully aware of, and accept the risk that I and/or my guests may become exposed to the COVID19 virus while participating in the event.** He/she, on behalf of \_\_\_\_\_ (name of organization), does hereby covenant and agree to defend, indemnify, and hold harmless the Municipality from and against any and all liability, loss, damages, claims, or acts (including cost and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Municipality's property, facilities, and/or services by Organization.

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Date

Read the attached requirements, sign and return application to City of Port Jervis Recreation Commission, 134 Pike Street or mail to 20 Hammond Street, Port Jervis, New York, 12771 Attn: Mr. John Faggione

Application Rec'd: \_\_\_\_\_

Insurance Certificate (if applicable) Yes ( ) No ( )

\*\*ONLY City sponsored events are exempt from providing insurance

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Permit # \_\_\_\_\_

**Facilities Use Requirements  
City of Port Jervis, New York**

The use of all Recreational and Parks Facilities shall be subject to the approval and rules of the **Recreation Commission**

1. Organizations wishing to use municipal facilities shall first apply to the Recreation Commission on the prescribed form. The Chairperson or his/her designee has authority for approval. Denial may be appealed to the Common Council.
2. In the event of inclement weather, the Chairperson or his/her designee has the authority on whether facilities are useable. Denials may be appealed to the Common Council.
3. Intoxicants shall not be brought onto municipal facilities or into facilities at any time.
4. Any posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. NO EXCEPTIONS. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean up immediately after use.
8. Permits may be revoked at any time, if these regulations are violated.
9. Use of park facilities shall be limited to no more than three (3) days per week, not to include weekends. In the event of a special function, a social permit may be issued by the Recreation Commission.
10. Any organization with youth less than 18 years old requires the presence of adequate adult supervision at all times.
11. All Corporate or organizational users must provide the following insurance prior to using facilities. Failure to do so prior to use will result in revocation of your permit.
  - a. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.
  - b. The policy naming the municipality as an additional insured shall
    - \*be an insurance policy from an AM Best rated "secured" New York State licensed insurer;
    - \*Contains a 30 day notice of cancellation;
    - \*state that the organization's coverage shall be primary coverage for the municipality, it's board, employees and volunteers;
  - c. The user agrees to indemnify the municipality for any applicable deductibles;
  - d. Required Insurance - \*Commercial Liability Insurance - \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate.
  - e. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide municipality with a Certificate of Insurance, evidencing the above requirements have been met.
12. Parking of motor vehicles shall be permitted at City lands only in such areas and by such means as the Recreation Commission and/or Common Council shall, from time to time,

approve. No vehicles shall be parked or left unauthorized upon City owned lands between sunset and sunrise.

13. The following activities shall be permitted as applicable;
  - a. Picnicking at areas specifically designated for such use by the City.
  - b. Any other activity that may be authorized and for which a permit has been issued, pursuant to the rules and regulations for use of certain public buildings and premises owned or leased by the City as contained herein.
14. Any activity that is not specifically permitted on applicable City owned or leased lands shall be prohibited. No person shall undertake such use or activity, at or upon any applicable City owned or leased lands. The following is a list of prohibited activities that is not intended to be exclusive.
  - a. Obstructing vehicular or pedestrian traffic;
  - b. Congregating with other persons and refusing to comply with a lawful order of law enforcement officers to disperse;
  - c. Creating, or causing to be created, a hazardous or physically offensive condition by any act which serves no legitimate purpose;
  - d. Discharging of fireworks or firearms;
  - e. Picnicking or camping in areas not designated for such use;
  - f. Camping with tents, campers, or trailers, without special permission from the Common Council
  - g. Causing City lands to be littered by debris, garbage, refuse, bottles, cans or abandoned articles of personal property;
  - h. Defacing any property or place with paint, posters, placards, vandalism or stickers thereon.
  - i. Engaging in fighting or in violent, tumultuous or threatening behavior;
  - j. Making unreasonable noise;
  - k. Selling, peddling or hawking any food, beverages or wares, with Common Council approval;
  - l. No camp fires will be allowed;
  - m. No motorbikes, ATVs or minibikes will be allowed on the lands or facilities;
  - n. Parking of motor vehicles shall be permitted on City park lands only in such areas and by such means as the Recreation Commission and/or Common Council shall, from time to time, approve. No vehicles shall be parked or left unauthorized upon City owned lands between 9:00pm and sunrise;
  - o. In addition thereto, the City may remove any vehicle parked on City owned or leased lands in violation of this rule or of any rule promulgated by it hereunder. The City Police Department and/or City shall be paid the cost of removal, including towing and storage charges, which shall be paid in full to the City Clerk-Treasurer by cash, money order or certified check;
15. Any person violating any of these provisions shall, upon conviction thereof, be guilty of a violation and shall be subject to the payment of a fine not exceeding \$250.00, or to imprisonment for a period not exceeding 15 days, or both. Each day's violation shall constitute a separate and additional violation, notwithstanding the penalty hereinbefore provided. The City of Port Jervis may enforce obedience of these regulations or any part thereof by injunction to restrain such violations.