



Schenley Vital
Mayor

VILLAGE OF SPRING VALLEY

www.villagespringvalley.org

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Yisroel Eisenbach
Deputy Mayor
Joseph Gross
Trustee
Schmuel Smith
Trustee
Yakov Y. Kaufman
Trustee

TO: All Memorial Park Applicants
FROM: Village Clerk's Office
RE: **MEMORIAL PARK PERMIT**

Enclosed please find an application for the Village of Spring Valley Memorial Park Permit.

All Applications **must be submitted two (2) weeks in advance of the event.**

To avoid delay in the processing of your application, be sure that all pertinent information, signature, insurance, notarization (where required) and appropriate fees are submitted.

Hours for applying for a permit are 8:30 am – 4:00 pm at the office of the Village Clerk.

MEMORIAL PARK APPLICATION FORM

Name of Organization _____

Address _____

Area Requested: _____ Seth Joyner Athletic Field

_____ Basketball Courts

_____ Village on the Green

_____ William Darden Center

_____ Other (Specify) _____

Type of Event _____

Date(s) Needed _____

Circle Time Slot(s) Needed:

From

To

☐ 8:00 am 11:00 am

☐ 11:00 am 2:00 pm

☐ 2:00 pm 5:00 pm

☐ 5:00 pm 7:00 pm

☐ 7:00 pm 10:00 pm

Special Needs:

☐ Bathrooms

☐ Electricity

☐ Stage rental permit

☐ Loudspeaker permit

☐ Other: _____

Number of Participants _____ Number of Spectators Expected _____

Contact Person's Name (Print) _____

Contact Person's Telephone Number _____

Second Contact Person's Name (Print) _____

Second Contact Person's Telephone Number _____

Please present two separate checks. One for Slot Time Fee and one for Security Deposit

Office Use Only

Time Slot Fee: \$ _____

Time Slot Receipt # _____

Park Deposit: \$ _____

Park Deposit Receipt # _____

Mayor Signature: _____ Date: _____ ☐ Approved ☐ Denied

Park Directors Signature: _____ Date: _____ ☐ Approved ☐ Denied

Police Signature: _____ Date: _____ ☐ Approved ☐ Denied

PARK USERS' RULES AND REGULATIONS

- Alcoholic beverages or illegal substances are NOT permitted on park grounds including the parking lot areas.
- **PLAN AHEAD.** Groups requesting to use Memorial Park, Tigers Den Park, and Village on the Green Park must complete and return the application, pay the slot fee, and produce the required insurance coverage forms at least fourteen (14) days prior to the scheduled events.
- **SECURITY DEPOSIT.** All groups must furnish a five hundred-dollar (\$500.00) security deposit in the form of a money order or certified bank check. If necessary, these funds will be applied towards clean up, property damage, and/or Police Dept. overtime costs. At the conclusion of your scheduled season, the Village of Spring Valley will refund your security deposit less any charges incurred, if applicable.
Failure to keep the area clean after each event may result in the cancellation of scheduled games/events following and the forfeiture of any deposits.
- **LIABILITY INSURANCE.** The applicant must provide the Village of Spring Valley with Certificate of Public Liability Coverage in the limits of one million / two million dollars (\$1,000,000.00 / \$2,000,000.00) for personal injury and five hundred thousand dollars (\$500,000.00) for property damage. Liability Insurance is requested for groups using the park facilities over a given period of time on a periodic basis.
**Coverage must be enforced throughout the time in which the application is made.*
- **TIME SLOT FEE.** There is **FIFTY dollars (\$50.00)** time slot fee for each time slot which equates to three hours. One game, event, etc. is allowed in each time slot. Two (2) time slots are **One Hundred dollars (\$100.00)** and so on, within a given day. An "All Day Event" is a two hundred and fifty dollars (**\$250.00**) fee.
- *If any game/event goes past the time slot allotted, the Park Director shall add fifty dollars (\$50.00) per hour or part thereof.*
- **PERMIT ISSUANCE.** When all Village of Spring Valley requests listed above have been satisfied, a permit/approval letter will be processed and issued. You must bring this permit/letter with you to the event. All permits must be visible and presented upon request by Village of Spring Valley Park Director and Staff, Police Department, and Departmental Supervisors associated.
- **CONSECUTIVE USE.** No group will be allowed to use any field on two (2) consecutive days without written permission from the Mayor of the Village of Spring Valley.
- **PUNCTUALITY.** If the applicant does not appear within thirty (30) minutes past the start time, then both the fee and reserved area are forfeited. No refund or credit will be issued.
- **RESCHEDULE.** An application for another group's time slot and/or the rescheduling of an event/game requires the submission of a change form in advance or at the discretion of the park Director. Any request for a schedule change not caused by inclement weather or critical emergency must be communicated to the park Director at least one (1) week in advance or the time slot fee will be forfeited as well as the proposal to reschedule.

- CANCELLATION. The Park Director shall be the sole determiner of whether a game/event should be cancelled due to inclement weather. Following a cancellation due to inclement weather, the use of Seth Joyner Athletic Field must be authorized to resume by the park Director. The Park Director also reserves the right to refuse the use due to safety conditions and to reschedule the event based upon circumstance.

Any permit/letter holder who uses Seth Joyner Athletic Field after the declared cancellation of the game/event will forfeit the security deposit and the possible revocation of the permit/letter.

- EQUIPMENT. Failure to return all equipment in its original condition will result in the penalty cost to replace the damaged equipment and possible loss of slot times.
- PRIORITY. All Village of Spring Valley groups have priority for each time slot.