

Town of Seneca Field Use Application

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|-----------------------|-------------------------|
| Organization: _____ | |
| Contact Person: _____ | Application Date: _____ |
| Address: _____ | |
| Phone #: _____ | Email: _____ |

Date(s) of Use: (ex: June 1 – July 15) _____

Day(s) & Time(s): (ex: Monday 3-5pm)

| | |
|------------------------|-----------------------|
| Monday _____ | Friday _____ |
| Tuesday _____ | Saturday _____ |
| Wednesday _____ | Sunday _____ |
| Thursday _____ | |

Fields Requested: (ex: 3 football fields) _____

*****Driving on lawn, walking trails, and concrete sidewalks and patios is prohibited*****

Field Use Regulations

A \$150.00 deposit is required to reserve the field. Deposit will be refunded to the organization at the address listed on the application after last date of use. Premises will be inspected by an authorized Town of Seneca representative after each use. Costs for any failure to adhere to rules, damage, or for cleanup and disposal of trash will be subtracted from the deposit prior to being returned. In the event that the cost for repair of damages or cleanup exceeds the deposit fee, the Town of Seneca reserves the right to seek any and all legal remedies to collect the additional costs.

The organization shall provide field marking paint in advance of the first date of use. The Town of Seneca will ensure that the fields requested are marked before first date of use. If the organization fails to provide any or enough field marking paint, the cost for such will be subtracted from the deposit prior to being returned.

The Town of Seneca will provide the listed contact person with a key code for the Athletics Restrooms. The contact person is responsible to provide access to restrooms for attendees and to ensure that the restroom is clean and free of trash and damage after every use.

The organization shall provide the Town of Seneca with a Certificate of Liability Insurance listing the Town of Seneca as additional insured. The Town of Seneca reserves the right to close a field as is deemed necessary, with or without prior notice.

I have read the above statements and reviewed the Town of Seneca Park and Pavilion rules and policies. I understand that use of the fields is a privilege which can be revoked if my organization or our guests fail to adhere to all Town of Seneca Park and Pavilion Rules and Policies.

Applicant Signature: _____

| | | |
|--|--------------------------|------------------------|
| Office Use Only | Deposit \$ <u>150.00</u> | Form of Payment: _____ |
| Return Deposit to: Applicant _____ Other _____ | | |
| Approved By: _____ | Date: _____ | |

Town of Seneca Park and Pavilion

Rules and Policy

All applications require a \$150 security deposit to reserve the pavilion or park. After premises are inspected by an authorized Town of Seneca representative, the deposit will be refunded to the name and address listed on the application, unless otherwise noted. Costs for any failure to adhere to rules, damage to facilities, and/or for cleanup and disposal of trash, rubbish, or debris will be subtracted from the deposit prior to being returned.

Damage to the pavilion or park facilities or failure to clean the pavilion on the same day of the reserved event may result in the denial of future facility use. In the event that the cost for repair of damages or cleanup exceeds the deposit fee the Town of Seneca reserves the right to seek any and all legal remedies to collect the costs from the applicant.

Fee Schedule

Security Deposit: \$150 for all applicants

Pavilion Rental Fee: Residents: No fee
Non-residents: \$100 per side

Pavilion reservations for non-residents will not be accepted more than 45 days in advance.

Pavilion reservations for January or February dates may be secured beginning November 1 of the previous year. Reservations for March through December will be accepted beginning the first business day in January of the current year.

All reservations are on a first come basis. Photo identification is required when reserving the pavilion.

Town residents can reserve the pavilion for one date per household at a time. The household must wait 30 days before reserving an additional date. One date per household can be reserved every 30 days.

The applicant is responsible for cleaning facilities immediately following their event, including bathrooms and picnic areas. The Town Park is a carry in – carry out park. All litter and trash must be removed from the park, including restrooms. A fee will be deducted from the deposit if not left neat and clean based on the Town's inspection, this includes any damage caused by guests, caterers, entertainers, etc.

Applicants are responsible for securing facilities after their use. This includes checking and locking all doors.

Keys must be returned to the Town-designated drop box the same day, immediately following hours of use.

The applicant who signs the facility use form is responsible for upholding park rules and regulations for the group and is also responsible for the return of all keys issued for park use.

The maximum occupancy of the whole pavilion is 98 persons. Reservations will NOT be accepted for groups larger than 98 persons.

The park and pavilion cannot be reserved for commercial uses such as, but not limited to, sales, solicitation, or displays. Company meetings and picnics are allowed within the pavilion.

Fireplaces are set to 68 degrees and automatically controlled. Please do not touch controls on fireplaces.

Emergency contact information is on message boards inside pavilion.

Smoke/steam machines are prohibited in the pavilion. **Tape is prohibited on ceiling tiles. All tape and adhesives must be removed at the time of cleanup.** Tents, animals, inflatable's, music, bands, DJ's or any type of amusement items are subject to prior approval. If approved an insurance certificate naming the Town of Seneca additional insured may be required and must be submitted and approved 30 days prior to the event. If you are not sure of something or don't know please ask.