



PD \$ \_\_\_\_\_

Date \_\_\_\_\_

### TOWN OF RIGA

### APPLICATION FOR EXCLUSIVE RECREATION FIELD USE

Complete and Return To: Riga Town Clerk, 6460 Buffalo Rd. Churchville, NY 14428

Phone: 585-293-3880 Ext 121 or 122

Fax: 585-293-1917

B

M

Date of Use: \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Application \_\_\_\_\_

**RESPONSIBILITIES OF THE APPLICANT:** (Unless otherwise stated on this form)

1. Any individual/group or organization requesting the use of the facility shall complete and sign this request form and file it with the Town of Riga Town Clerk two weeks prior to your event.
2. Any individual/group or organization using a Town facility must agree to enforce all rules and regulations in effect to ensure safety. Additionally, the applicant agrees to use only those areas described in this application for facility use.
3. If equipment, apparatus, decorations, or other unusual items are brought onto the Town property, it must be stated so on this application, and all regulations set forth by the Town must be followed. The Town of Riga is not responsible or liable for damage to, or loss of supplies and/or equipment.
4. Storage of non-Town property is limited to the duration of the event and must be removed promptly after your function.
5. Any organization that leases or uses part (s) of any Town facility shall have proof of public liability insurance with coverage in effect for the minimum amount of \$1,000,000. A Certificate of Insurance with the Town of Riga listed as additional insured is to be received at least seven (7) days prior to the event or first use of the facilities if this request is for multiple uses.
6. Parking will only be permitted within the designated parking area.
7. Any event involving over fifty (50) cars must have someone from the event directing parking at the beginning and end of the event.
8. All picnic tables must be put back in original position before leaving.
9. This application is non-transferable and must be carried by applicant for the time period stated on this application.

**TOWN OF RIGA RECREATION DEPARTMENT POLICIES:**

1. All facility use will be subject to all rules and regulations set forth in the Town of Riga Code Book.
2. Ball diamonds, soccer fields, volleyball courts, playground equipment, etc. are for general community use. Permit only applies for exclusive use of the field(s) listed on this application.
3. Applications will not be accepted more than twelve (12) months in advance of date requested.
4. Fees will be levied according to the fee schedule, with fees adjusted for non-resident use. All fees will be due upon submission of this application. Cancellations must be made thirty (30) days prior to the scheduled event to receive a refund. There will be a \$10.00 processing fee charged on all refunds. (Facility fees listed on attached sheet.)
5. **To be considered, all requests must include a completed application accompanied by the facility use fee and deposit two weeks prior to your event, payable by check or exact amount of cash, as well as the certificate of insurance. Forms submitted less than two weeks prior to your event may not be considered for rental.**
6. Checks should be made payable to Town of Riga.
7. There will be no rain dates issued.
8. All persons will be responsible for cleaning and restoration of area after event. All tables and chairs must be placed back in original position. All damages must be reported by 12 noon of the next business day.

9. Absolutely no glass bottles of any kind are allowed in Town facilities.
10. Absolutely no cans, bottles or cups will be allowed on recreation areas, parking lots, ball fields or playgrounds.
11. Alcoholic beverages are not permitted.
12. Any activity deemed by the Town of Riga to be high risk or outside the normal scope of operation may require proof of insurance in additional amounts, which may exceed \$1,000,000 as well as prior approval from the Riga Town Board.
13. Person signing this application must be at least 21 years of age.
14. No pets allowed on property.
15. All garbage must be deposited in containers provided for that purpose.
16. Firecrackers or fireworks are not allowed in any Town facility.
17. The changing of any goal posts, nets and/or striping will be done by Town personnel only.
18. Facilities are not to be used until time specified on application. Facility hours are from 8:00am – 9:00pm. Groups must vacate by 9:00pm.

**The Undersigned hereby acknowledges that a copy of the Town of Riga Policy for Use of Town Property, has been received, read and is understood. The Undersigned, as an individual user representing himself or herself, or the Undersigned, as an Authorized Representative of the User hereby agrees to the use of the listed Town facilities in accordance with the Town of Riga Policy for Use of Town Property. This approved permit must be in possession of the user or you may be denied such use. The Undersigned agrees to report any unsafe conditions or damage to the Town Clerk within 24 hours of such finding.**

**The User of the Town of Riga facility herewith and hereby agrees to release, indemnify and hold harmless, the Town of Riga and its employees and agents from any and all injuries, direct or consequential damages or other incidents related to the use of the facility.**

**The Town of Riga's obligation to provide facility for rental is subject to the prevention by Act of God, Riot, Labor Difficulty, Epidemic, and any act or order of any public authority or any cause, similar or dissimilar, beyond the Town of Riga's control. In such a situation, the Town of Riga will expend all available and reasonable options to remedy and accommodate the situation.**

**SIGN HERE** \_\_\_\_\_

(Individual User or Authorized Representative of Group)

**DATE** \_\_\_\_\_

\_\_\_\_\_  
(Print Name of Individual User or Authorized Representative)

**Office Use Only**

**Remarks:**

1. Certificate of Insurance  YES  NO

2. Fee Due: \_\_\_\_\_

3. Other Remarks \_\_\_\_\_

\_\_\_\_\_ Approval is contingent upon receipt of Certificate of Insurance

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Approved by \_\_\_\_\_, Recreation - Town of Riga

**APPLICANT: PLEASE ATTACH ANY ADDITIONAL INFORMATION YOU FEEL IS NECESSARY AND IMPORTANT- YOU MAY DUPLICATE THIS FORM AS NEEDED.**

**COMPLETE & RETURN TO: Riga Town Clerk, 6460 E. Buffalo Rd, Churchville, NY 14428  
Phone: 293-3880 ext 121 or 122 Fax: 293-1917**

**PART 1 – USE APPLICATION FOR TOWN RECREATION FACILITIES**

Circle Facility(ies) to be used: **Raymond C. Adams Cobblestone Hall, 22 W. Buffalo St  
Picnic Pavilion/Athletic Fields, 6475 Buffalo Rd  
Maher Pavilion/ Athletic Fields, 836 South Sanford Road**



Date or Dates of Event/Use: \_\_\_\_\_

Time: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Name of Individual (or group) using facility/venue \_\_\_\_\_

If group, Name of Authorized Representative of said group: \_\_\_\_\_

Address of Individual or Authorized Representative: \_\_\_\_\_

Phone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Facility (or facilities) to be used (check all that apply):

\_\_\_\_\_ Buffalo Road Lodge (Requires a separate permit)

\_\_\_\_\_ Cobblestone Hall (Requires a separate permit)

\_\_\_\_\_ Maher Lodge (Requires a separate permit)

\_\_\_\_\_ Sanford Road Athletic Fields (Specify which fields are needed): \_\_\_\_\_

\_\_\_\_\_ American Legion Tee Ball Field

Specify Event or purpose of Usage: \_\_\_\_\_

Estimate number of people attending: \_\_\_\_\_

Estimate number of parking spaces needed: \_\_\_\_\_

\* \* \* You may use the OUTDOOR bathrooms at Maher only!!

If the user is not an Individual, is the user a "Not For Profit" or Charity? \_\_\_\_\_ YES \_\_\_\_\_ NO

\* If YES, please specify NYS Charites Reg. # or IRS EIN/Tax ID # \_\_\_\_\_

If the user is not an individual, does the user have insurance? \_\_\_\_\_ YES \_\_\_\_\_ NO

• If YES, please specify type of coverage & policy limits \_\_\_\_\_

**SEE OTHER SIDE**

**NOTE: The Town of Riga must be provided with a Certificate of Insurance....NAMING the Town of Riga as an ADDITIONAL INSURED for event/activity of Group Users. This must be received at least seven (7) days prior to the event or first use of facilities/venues if this request is for multiple uses.**

Is the event a fundraiser?       YES       NO

If "Yes", How will funds be used? \_\_\_\_\_

Will admission be charged?       YES       NO

If "Yes" please state amount: \_\_\_\_\_

How will funds be used? \_\_\_\_\_

Will the event/use be publicly advertised?       YES       NO