

TOWN OF CORTLANDVILLE PARKS & RECREATION

FACILITY REQUEST FORM

Facility Rental Information

Date_____

Name of Person applying_____ Phone_____

Organization (if any)_____ Email:_____

Address_____ City, State, Zip _____

Date(s) Requested_____ Time(s) Requested_____

Purpose of Rental _____

Requested Facilities (Check off which facility you'd like to reserve)

- | | |
|---|--|
| <input type="checkbox"/> Gutches Lumber Sports Complex Pavilion | <input type="checkbox"/> Blodgett Mills Pavilion |
| <input type="checkbox"/> Gutches Lumber Sports Complex Fields: | <input type="checkbox"/> Blodgett Mills Softball Field |
| <input type="checkbox"/> Green #1 | <input type="checkbox"/> Testa Park Athletic Fields |
| <input type="checkbox"/> White #2 | <input type="checkbox"/> NBT Bank Field |
| <input type="checkbox"/> Guthrie #3 | <input type="checkbox"/> Key Bank Field |
| <input type="checkbox"/> Gold #4 | <input type="checkbox"/> Gutches Softball Field |
| | <input type="checkbox"/> Soccer/Lacrosse Field |

Facility Fees

Gutches Pavilion Rates: \$150/day No Alcohol Permitted
\$200/day With Alcohol Permit
Blodgett Mills Pavilion Rate: \$75/day Under 100 people
\$100/day Over 100 people

Key Contacts:

John McNerney – Rec Director – jmcnerney@cortlandville.org or (607) 423-2252

Jacob Rivers – Park Maintenance Supervisor – jrivers@cortlandville.org or (607) 345-8148

Athletic Field Insurance Requirement:

Certificate of insurance in the amount of \$1,000,000 naming the Town of Cortlandville as an additional insured must be submitted 7 days prior to commencement of rental period. Email completed application and proof of insurance to jmcnerney@cortlandville.org and mail to:

Town of Cortlandville

3577 Terrace Road

Cortland, NY 13045

Facility Rules

- All vehicles must remain in the parking lot.
- Equipment is not provided by GLSC. You must bring your own bats, balls, donuts for bats, gloves, etc.
- Dogs must be kept on a leash at all times. If you do not pick up after your dog you'll be asked to leave. **They may never be on a field of play.**
- All facility equipment must stay where it is (garbage cans, bleachers, benches, goals, etc.)
- Your permit won't be considered valid until all proper insurance paperwork is turned in for athletic contest
- We reserve the right to cancel or postpone any events due to inclement weather or required maintenance
- You may not attach any of your own supplies to the facility. This includes signs, posters, balloons, postings, etc.
- No glass containers allowed in the facility
- No metal cleats are allowed at Gutchess Lumber Sports Complex
- No sunflower seeds are allowed at Gutchess Lumber Sports Complex

Terms and Conditions

- The Gutches Lumber Sports Complex (GLSC) has the right to retain the deposit due to any damage incurred, failure to adhere to facility rules/regulations during rental period.
- Town of Cortlandville parks are not responsible for lost, damaged or stolen property. We are not responsible for any injuries received during the rental period.
- All Town of Cortlandville parks are smoke-free parks. Smokers will be asked to exit the premises.
- At any time, management should deem it necessary, the Town of Cortlandville may terminate or nullify this agreement. Notification will be given.
- Alcohol is prohibited.
- Rental applicants must be 21 years of age or older.
- Applications must be turned in 14 days prior to the event.

For Office Use Only

Application submitted on_____

Deposit received on_____ Cash_____ Check_____ Money Order_____

COI received on_____

Approved_____ **Denied**_____ **Scheduled on**_____ **by**_____

Notes/Comments:_____

