

Instructions for Completing the Parks & Recreation Facilities Request Form

THE TOWN DOES NOT ISSUE REFUNDS FOR FACILITY RENTAL CANCELLATIONS
Use of Facilities reservations can be made by a Town of Guilderland Business Owner.

Facility rentals are available from **May 1 – October 31**, Monday – Sunday, on a first come, first served basis. Reservations for a specific calendar year begin on the first business day of January.

To reserve a facility, Business Owners must complete and submit the Request for Use of Facilities Form/ Know the Rules and **remit with full payment** (credit card, check, or cash) to the Parks and Recreation Department. An Alcoholic Beverage, Beer & Wine Permit, can be obtained for an additional \$12.00 fee. An approved permit must accompany the authorized individual who is responsible for the event. **Please note:** facility rentals **DO NOT include pool admission fees**, which are charged separately. Non-swimmers are also subject to an admission fee to access the pool area.

For facility availability, please visit the Town of Guilderland Parks & Recreation website at:
www.townofguilderland.org/Parks&Recreation

Facility	Fee/Maximum Group Size	Amenities
Large Pavilion 	\$190.00 (Group size 99 or less) \$275.00 (Group size 100+, holidays, business groups) 200 individuals maximum	Electricity, water, charcoal barbecue pit
Chalet Pavilion 	\$165.00 (75 individuals maximum) \$225.00 (holidays, business groups) Access code required to enter chalet	Electricity, water, charcoal grill, a counter area, high-top tables, and chairs.
Small Pavilion 	\$140.00 (40 individuals maximum) \$175.00 (holidays, business groups)	Electricity, water fountain, charcoal grill
Picnic Areas: 1, 2 or 3 	\$65.00 (25 individuals maximum per each picnic area) <i>Note: Picnic areas are uncovered rental space, subject to rental limitations.</i>	Picnic table(s) only, charcoal grill
Pool Cabana 	\$32.00 (12:00 – 3:00pm) \$32.00 (3:30 – 6:30pm) Does not include pool area entry fees 12 individuals maximum	Enclosed space, screen porch, no grill. Prohibited: Alcohol and glass containers
Ballet Barn 	\$40.00 p/hour, 2-hour minimum	Open space, tables, chairs, restroom, water, parking, heat No kitchen or refrigeration, no grill

Guilderland Parks & Recreation
 181 State Route 146, Altamont, NY 12009
 Phone: 518-456-3150 Fax: 518-456-3156
 Email: boyta@townofguilderland.gov

Peter G. Barber
Town Supervisor

Jeffrey Valletta
Parks and Recreation Director

TOWN OF GUILDERLAND
PARKS AND RECREATION DEPARTMENT
www.townofguilderland.org

<u>Office Use Only:</u>	
Book:	_____
Website:	_____
Maintenance:	_____
Booth:	_____

BUSINESS REQUEST FOR USE OF FACILITIES

AUTHORIZED REPRESENTATIVE IN CHARGE: _____

BUSINESS NAME: _____ E-MAIL: _____

ADDRESS: _____ CITY: _____ ZIP: _____

RENTAL DATE: ___/___/___ TIME: BEGIN _____ END _____ PHONE #: _____

EVENT/PURPOSE: _____ NUMBER OF PERSONS EXPECTED: _____

FACILITY REQUESTED: LARGE PAVILION SMALL PAVILION CHALET PICNIC AREA # _____

POOL CABANA BALLET BARN SPECIAL EVENT (details) _____

RENTAL FEE: \$ _____ MAKE CHECKS PAYABLE TO THE "TOWN OF GUILDERLAND"

CREDIT CARD: MC/VISA# _____ EXP. DATE: _____ CRV#: _____

(CRV is the 3-digit security code on the back of the credit card on the signature panel. A 3% processing fee will be applied to each transaction.)

ADDITIONAL \$12.00 FEE - ALCOHOLIC BEVERAGE PERMIT FOR BEER AND WINE (No Glass)

LICENSE # _____ DATE FEE PAID: _____ APPROVED BY: _____

The undersigned (authorized representative) is legally responsible for any and all action of the facility users while they are at any of the Town of Guilderland facilities. The undersigned will be held financially responsible for any and all damages to property caused by a member of his/her group AND is responsible for his/her group's adherence to all permit guidelines, including those pertaining to alcohol use and the Rules and Regulations for Use of Town Parks; view the rules at townofguilderland.org/Parks-Recreation. The undersigned acknowledges and understands that facility rental agreement holders and their guests must pay an **additional fee per person to enter the pool area**; applicable resident and non-resident fees will be charged. **Pool entry fees are in addition to and separate** from any pavilion rental agreement.

The undersigned in charge hereby requests reservation of the Town facility checked above, for the date(s), times, and purposes shown on this rental agreement. He/she, on behalf of organization, further agrees to hold harmless and completely indemnify the Town of Guilderland, its officers, agents, and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

The undersigned in charge hereby acknowledges that he/she has read, understands and agrees to comply with the policies outlined below and the enclosed Rules and Regulations for Use of Town Parks, and further verifies that he/she is 21 years of age or older. The undersigned in charge affirms and attests that they are a Town of Guilderland Business Owner.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

<u>OFFICE USE ONLY</u>			
Payment Received: \$ _____	Method of Payment: _____	Date Approved: ___/___/___	Approved By: _____
ACCESS CODE INSTRUCTIONS FOR CHALET RENTAL GIVEN: _____			

Know the Rules

of Tawasentha Park

The Authorized Representative listed below is legally responsible for any and all actions of the facility users while they are at the Town of Guilderland Park facility. The undersigned will be held financially responsible for any and all damages to park property caused by a member of his/her group. The undersigned is responsible for his/her group's adherence to all permit guidelines, including those pertaining to alcohol use and the Rules and Regulations for Use of Town Parks.

1. Do not block the roadway. The Park roadway is a single lane one-way circle and it's the only Exit through and out of park. There must be room for emergency vehicles to pass.
2. Park on pavement near or closest to the rented facility. Refrain from parking on grassy areas.
3. Destruction of Property is prohibited. Examples include, but are not limited to:
 - a. Staples, nails, tacks and graffiti left in/on the tables or pavilion posts
 - b. Damage to fire pit and posts
 - c. Damage to countertops, doorways, railings, etc.
 - d. Use of Park equipment or cleaning chemicals in the pool cabana or any park areas.
4. All trash must be taken with you or placed into provided receptacles. This includes all decorations, party supplies, food & beverage and etc.
5. All tables must be returned to their original location within the facility.
6. Remember it is a public park and there is a potential of additional rentals going on at the same time, please be respectful and adhere to the [Town's noise ordinance](#).
7. **Tobacco Free Zone:** Town Parks are tobacco free zones. Examples include, but are not limited to playgrounds, playing and athletic fields, Dog Park, tennis and basketball courts, pavilions, picnic and pool areas.
8. Alcohol is prohibited except for when a Beer and Wine Permit has been purchased and issued. Alcohol is strictly prohibited in the pool area at all times. Refer to [Park Rules and Regulations](#) for a complete list of guidelines.
9. Glass bottles and glass containers are prohibited.
10. Special devices and activities, such as but not limited to, inflatable slides, slip 'n slides, bouncy bounces, trampolines, large party tents, pony rides and/or food vendors are prohibited without prior approval from the Parks & Recreation Department.
11. Facility rental agreement holders and their guests must pay a separate fee to enter the pool area. Pool fees are in addition to and separate from any permitted rental agreements. The applicable resident and non-resident fees will be charged.

For a complete list of the Rules and Regulations visit the Parks & Recreation page on the town's website: <https://www.townofguilderland.org/parks-recreation>.

By signing this document, you, the undersigned, agree that you have read and understand the terms and conditions as outlined above, including Park Rules and Regulations.

Signature of Authorized Representative: _____ **Date:** _____