

**FACILITY USE PERMIT APPLICATION (NOT A PERMIT)****City of Rochester Department of Recreation and Youth Services - Permit Office**

57 St. Paul Street, Rochester, NY 14604

(585) 428-6755

For Office Use Only:

Batch # _____

Permit # _____

Fee _____

Paid _____

Balance _____

Receipt (_____) _____

Facility Director _____

Master List _____

Info Folder _____

**\$20 NON-REFUNDABLE PROCESSING FEE & FULL PAYMENT IS DUE UPON SUBMISSION OF APPLICATION
NO CASH**

This application will not be accepted unless it is signed by the applicant and witnessed by a Notary Public or Commissioner of Deeds. Applicants must be 21 years of age or older. Security will ask for ID and Proof of Permit.

Facility Requested: _____☐ Auditorium/Lodge ☐ Conference/Mtg Rm ☐ Craft/Game Rm ☐ Gym ☐ Kitchen ☐ Restrooms ☐ Teen Lounge
☐ Ice Rink ☐ Pool ☐ Docking Permit ☐ Vending Permit ☐ Large Gazebo ☐ Small Gazebo ☐ Fountain Area**Field(s) Requested:** _____ **Enhancements/Dates:** Field Lining _____ Field Lighting _____**Activity:** _____ **Estimated # of Participants/Spectators:** _____**Type of Activity** _____ **Circle if applicable:** Festival Concert Fundraiser Tournament Block Party Parade Walk Race**Date:** _____ **Day:** _____ **Start Time:** _____ **End Time:** _____ *including set-up and clean-up***Organization name** _____**Responsible Person** _____**Street Address:** _____**City & Zip Code** _____**Day Phone** _____**Evening Phone** _____**E-mail** _____**Emergency Contact** _____**Street Address** _____**City & Zip Code** _____**Day Phone** _____**Evening Phone** _____**SPECIAL NEEDS:**

Yes No Are you requesting to serve alcohol (beer & wine only)? (This option is NOT available at Genesee Valley Fieldhouse)

Yes No Are you charging an entrance fee?

Yes No Are you requesting permission for a DJ (Disk Jockey)? If so, permit is required from Special Events Dept.

Yes No Are you requesting permission to sell food or other items, including tickets?

Yes No Are you requesting permission to put up a tent(s)? If so, how many? _____ What size? _____ Feet _____ Feet

****Yes** No Are you requesting permission to have bounce house or spacewalk, carnival games or rides, etc.?****(If yes, you are required to get insurance coverage from company naming the City of Rochester as additional insured for \$1,000,000.)****Describe security plan and promotional material (Attach security contract, promotion material, and insurance certificate upon request)****Release & Indemnification Certificate**

In consideration of the use of certain facilities owned by the City of Rochester and located at _____ in Rochester, NY, I, _____, and my guests, hereby release said City, its officers, employees, agents, and servants from any and all liability, loss, attorney's fees or other expenses whatsoever, resulting from personal injury, including death, or property damage or loss to myself or my guests arising out of the use of such facilities on the date(s) specified herein, unless such injury results from the sole negligence of the City. I hereby further agree to indemnify and to save harmless said City from any and all liability, loss, attorney's fees or other expense resulting from my negligence or intentional misconduct or that of my guests, employees or agents during the use of the facilities.

By signing below, I also am indicating that the information that I provided on this permit application is accurate and true to the best of my ability. I also understand all the Procedures & Regulations for the Department of Recreation & Youth Services, which is located on the reverse side of this application, and I agree with all the terms and conditions.

Applicant's Signature: _____**Sworn before me:**

This _____ day of _____, 20_____.

Date: __________
Notary Public/Commissioner of Deeds****NOTE: THIS IS AN APPLICATION FORM – NOT A PERMIT****



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City of Rochester, Department of Recreation and Youth Services
Permit Office
57 St. Paul Street, Rochester, NY 14604
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COVID-19 AGREEMENT

Permitted activities must follow all CDC and New York State recommended health guidelines regarding COVID-19, including masks or cloth face coverings, social distancing, and limiting gatherings to no more than 50 people. The City also reserves the right to cancel any permit for any reason whatsoever due to COVID-19 health concerns, and shall have no liability to permittee for payment of fees or any costs incurred by permittee, related to such cancellation.

ADDITIONAL PERMIT CHARGES FOR FAILURE TO COMPLY WITH PROCEDURES AND REGULATIONS

The permittee is responsible for adhering to the facility use policies and procedures provided during the permit application process. The City reserves the right to issue additional charges to the permittee if found to be in violation of any of the following general conditions:

- _____ Any damage done to the facility – charges to the permittee will be based on assessed value of damages/damaged item(s) and the cost of repair/replacement.
- _____ Failure to leave the facility in a clean and orderly condition - resulting in a minimum additional charge of \$150 to the permittee. The City reserves the right to charge additional fees depending on the time and effort necessary to return the venue to its original condition.
- _____ Failure of the permittee and guests to vacate the facility by the permit end time – resulting in a minimum additional charge of \$200 to the permittee. The City reserves the right to charge additional fees beyond the minimum charge at a rate of \$50 for every additional 15 minutes the permittee and guests refuse to vacate the venue.

If any of the aforementioned violations occur during your permitted activity, as identified by City Security and the security checklist, charges will be immediately deducted from your credit card. Failure to pay these charges will result in the permittee losing the privilege to permit any City of Rochester facility in the future.

By signing this form, you are attesting to comply with the COVID-19 Agreement and payment for additional charges that will apply if you are in violation of permit condition rules.

Applicant's Signature: _____

Date: _____

FACILITY USE PROCEDURES AND REGULATIONS

APPLICATION AND PAYMENT

This facility is scheduled on a first come, first served basis. Once application and payment are received, your application will be reviewed. Reservation of date and time is confirmed through the issuance of a permit. Application must be completed, signed by the applicant and witnessed by a Notary Public or Commissioner of Deeds. Mail or bring application to: Department of Recreation and Youth Services, 57 St. Paul Street, Rochester, NY 14604. Full payment (Check or money order – made payable to CITY TREASURER, Visa, MC or Discover) is due with this application unless otherwise specified. The permit application will be reviewed, and once it is approved, a permit will be mailed to the applicant. You can also complete this application and make a payment online by visiting <https://www.cityofrochester.gov/lodges>.

PERMIT MODIFICATION/CANCELLATION POLICY

In order to **modify** a permit the permittee will be required to fill out a "Permit Modification/Cancellation Request" form and submit it to the Permit Office at least ten (10) business days in advance of the event date for all changes. All modifications have a \$10 modification fee.

To **cancel** a permit a "Permit Modification/Cancellation Request" form must be completed and submitted to the Permit Office (57 St. Paul Street). Cancellations must be submitted at least thirty (30) business days in advance of the event date for all cancellations or application withdrawals. Cancellations have a \$20 cancellation fee in addition to the \$20 non-refundable application fee. Cancellation refunds is as follows:

- All cancellations submitted thirty (30) business days in advance will be refunded 100% (minus the application and cancellation fee) no exceptions
- All cancellations submitted under the thirty (30) business days will be refunded 50%
- All cancellations submitted under ten (10) business days in advance will not be refunded.

REFUNDS

Refunds do not include permit application fee, e-Reservation processing fee, and any portion of a deposit that covers damage by permittee/guests or additional services provided by the City due to permittee actions. Refunds will be issued to the permittee in accordance with the cancellation policy.

PROCEDURES AND REGULATIONS

The permittee shall be responsible for adhering to the following general conditions: All activities permitted shall be subject to the continuing direction of the City of Rochester and in conformity with all laws and regulations applicable thereto including, but not limited to, all safety, health and noise laws as may apply. The following specific rules and regulations are to be observed by all permittees, participants and/or spectators unless otherwise specifically noted on the permit agreement. If any provision of a permit is in conflict with the City Code, deference is given to the Municipal Parks Code. The permittee is responsible for any damages to the facility, facility equipment, non-adherence to trash policy, and adhering to all conditions and limitations noted on the permit agreement including, but not limited to facility/space to be used and duration of use. Any violation or deviation to the permit will cause the permit to be null and void or party to be "shut down" by Security or DRYS staff. At this point, the permittee, along with participants and/or spectators, will be escorted out of the facility or area of permit. The permittee will lose the privilege to permit any City of Rochester facility in the future.

1. Permittee is required to be in possession of the permit for inspection at the activity site. Activities are to be limited to those listed on the face of the permit.
2. The lodge will not be opened earlier than 10 minutes prior to the time designated on the permit. Additional time for set up and/or take down must be included in the hours requested. In addition, if you decide you will leave earlier than planned, notify City security at 585-428-6625 so they can close the building. Do not leave the building unattended. **If you are not present at the facility at the time of your issued permit, the permit will be made null and void and you will not be refunded.**
3. The permittee must adhere to orderly conduct of participants/spectators and the City's Noise Ordinance.
4. Do not use tacks, nails, screws, or tape on the walls, ceilings, tables, etc. for decorations or signs. Masking tape and 3M Self Stick Hooks are permissible. No decorations are allowed which would damage or discolor

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the facility or grounds. Any special decorations, activities, or amenities must have written approval of the Permit Office.

5. Permittee is responsible for clean-up of area after use.
 - i. Refrigerator must be emptied.
 - ii. Oven must be wiped as clean as possible.
 - iii. Counters and tables must be protected by a hard surface (cutting board) when used for cutting.
 - iv. Garbage must be put in trash bags and left in designated area outside the building. Do not leave any trash in the building.
6. Folding tables and chairs are for indoor use only.
7. Prior approval required for tents larger than 10X10 and any inflatables.
8. Selling alcohol is not permitted without valid approval. Alcohol may be served by a licensed caterer only. You must contact the Permit Office at 585-428-6755 if you are intending to sell or serve alcohol.
9. No adult entertainment

Permittees/Participants/Spectators are prohibited from:

- Smoking in any City facilities
- Transferring permits
- Using facilities, equipment and/or services not specifically designated on permit
- Conducting activities other than those specifically designated on the permit
- Vending food and beverages without specific authorization
- Vending of non-food items is prohibited
- Charging admission to activities without specific authorization
- Consuming alcoholic beverages unless specifically designated on permit
- Gambling or games-of-chance
- Erecting fences or barricades
- Building open fires