

Important Information

- **Receipt of the application is not a guarantee of facility use. Application will not be finalized until approved and executed by the Parks and Recreation Department Commissioner or designee.**
- The City of Long Beach recognizes that under the law it has the absolute discretion to authorize the use of a facility and to determine the terms of use.
- City facilities may be used by any responsible community group that can demonstrate that 75% of its membership resides in the City of Long Beach.
- Activities shall be non-exclusive and shall be open to the general public
- Where admission fees are charged, the proceeds thereof are to be expended for an educational, recreational or charitable purpose.
- Should a conflict of scheduling arise, City of Long Beach functions/events will supersede any request for use of facility. The City has no obligation to reschedule an organization’s event.
- Parks and Recreation Department security will be assigned, at the discretion of the department.
- Fees will be determined based on the needs of the event.
- Certificate of insurance must accompany this form. General Liability should be in the amount of, not less than \$1 Million per person; \$1 Million per occurrence with an excess liability umbrella policy with single limit of \$5 Million – Certificate should read: “Long Beach as Additional Insured”.

Certification by Applicant:

By signing below, I acknowledge that I have read and understand the City of Long Beach’s policies and regulations and agree to abide by them. I also state that I am an officer of the requesting organization, have the authority to make this request, bind my organization to the applicable City of Long Beach policies/regulations and will implement proper supervision of the event. I further agree to pay any invoices for fees submitted by the City and will assume the full cost to repair any and all damage caused to City facilities or property. I understand that failure to pay fees due to the City may cause the organization to lose all future privileges to access City facilities. All statements made by me and contained on this application are, to the best of my knowledge, true and correct.

Signature of Applicant

Date

All Applications must be originals with signatures. No facsimiles or copies will be accepted. Complete form and forward to the Department of Parks and Recreation.

Requests will only be considered when a completed application and valid certificate of insurance are received from the requesting party. To expedite a request, a valid certificate of insurance should be attached to application. All documents must be received by the City no later than 30 calendar days prior to the requested date of use.

City of Long Beach

Department of Parks & Recreation

700 Magnolia Boulevard

Long Beach, NY 11561

516-431-3890



USE OF FACILITIES APPLICATION

FIELD USE, MEETINGS & ON-SITE ACTIVITIES

City Council

Len Torres, President

Anthony Eramo, Vice President

Eileen J. Goggin

Scott J. Mandel

Anissa D. Moore

City Manager

Jack Schnirman

Assistant Superintendent

Paul Ferrante

Organization Information

Organization Name: _____

Address: _____

Telephone No.: _____

Contact's Name: _____

Contact Telephone: _____

Alternate Telephone: _____

Is Organization a For Profit Organization? Yes/No

If yes, Federal I.D. No.: _____

Name/Telephone No. of On-Site Supervisor for activity: _____

Purpose of facility use: _____

Will admission fee be charged for event? Yes/No

What is the estimate of the number of participants and visitors? _____ If the actual number exceeds this estimate by more than 10%, your request for future use may be jeopardized.

Event Information

Start Date: _____ End Date: _____

Is this a recurring event?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: _____ AM/PM Finish Time: _____ AM/PM Finish time no later than 10 PM

Facility – Please specify

_____ Field 1 (Softball) _____ Upstairs Ice Arena _____ Ranger Room
_____ Field 3 (Softball) _____ GaGa Pit (Stationary) _____ Basketball Courts
_____ Field 1 (Soccer) _____ Roller Hockey Rink _____ Other, Specify
_____ Field 2 (Soccer) _____ Martin Luther King Center _____

Event Needs

Tables _____ # _____ Chairs _____ # _____ Sound System (inside only) _____
Soccer Goal (Large) _____ Soccer Goal (Small) _____ Bases _____ Podium _____
Lacrosse Nets _____ TV/Projector _____ Snack Bar Use _____
Coffee Set Up _____ Water Set Up _____ Other _____

**FEES MAY APPLY WITH USE OF SOME ITEMS LISTED ABOVE
*PLEASE SUBMIT DIAGRAM OF SET UP (IF NECESSARY)***

Department Use Only

Will organization be charged a fee? Yes/No

Certificate of Insurance submitted? Yes/No

Notes: _____

Parks and Recreation Department Use Only

Completed application received: _____

Approved/Disapproved Commissioner: _____

Approved/Disapproved Assistant Superintendent: _____

Approved/Disapproved Recreation Leader: _____

Denied Reason: _____