

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 Assistant Superintendent.**
- 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.
- **A \$100 application fee must be included with all applications. This fee is per event.**
- Additional fees will be determined based on the needs of the event; e.g. sound, podium, table, and chairs.
- Payments can be made by check (made to the City of Long Beach) or Visa/MasterCard at the Recreation Center.
- 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.

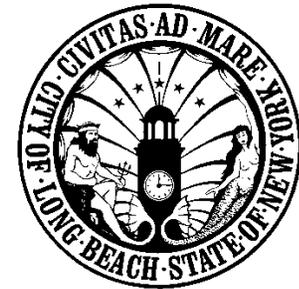
# City of Long Beach

## 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**

John Bendo, President  
 Karen McInnis, Vice President  
 Michael A. Delury  
 Scott J. Mandel  
 Elizabeth M. Treston

**City Manager**

Donna M. Gayden  
 Acting Commissioner  
 Joseph Brand

### 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

\$100 application fee paid ? Yes/No

Check \_\_\_\_\_ Credit Card \_\_\_\_\_

Certificate of Insurance submitted? Yes/No

Notes: \_\_\_\_\_  
\_\_\_\_\_

### Parks and Recreation Department Use Only

Completed application received: \_\_\_\_\_

Approved/Disapproved Commissioner: \_\_\_\_\_

Approved/Disapproved Events Coordinator: \_\_\_\_\_

Approved/Disapproved Recreation Leader: \_\_\_\_\_

Denied Reason: \_\_\_\_\_