



# SYRACUSE PARKS & RECREATION

## PARK PERMITS INFORMATION & RULES

Thank you for choosing a Syracuse park for your event. Our parks offer convenient locations, scenic settings and affordable rates for gatherings and sporting events large and small. Whether it be a wedding ceremony, company kickball tournament, family reunion, our parks provide residents of all ages a common ground to exercise, play and take in all the beauty our natural urban spaces have to offer.

Permits are required if any of the following apply: 1) Any amplified sound is planned 2) Any equipment is brought into the park 3) The event is publicly advertised

Applying for and obtaining a park permit allows the Syracuse Parks Department to help prevent conflicts as well as make any necessary maintenance preparations for your event. Each of our parks are different and unique, to be sure that the area meets your needs please call the main office at 315-473-4330.

## PERMIT FEES & CHARGES

### SPECIAL EVENT PERMITS:

Event permits are \$50.00 for every 4 hours you rent a park space. Event permits include, but are not limited to:

- Wedding Photos & Ceremonies
- Pavilion rentals for birthday parties, family reunions, office picnics and graduation parties
- For community events open to the public you must contact the special events office for pricing and availability at [bfarmer@syr.gov](mailto:bfarmer@syr.gov)

Electrical outlets are available in certain parks for a fee of \$20.00. Parks with electrical outlets are: Franklin Square, TThornden Park Lily Pond & Amphitheater and the inner Harbor.

### ATHLETIC FIELD PERMITS:

All Athletic Permits have a per day application fee of \$50/Grass and \$75/Turf plus the hourly fee for each field rented:

Grass Field Permit	\$15 per hour
Grass Field with lights	\$60 per hour
Turf Fields (city resident)	\$50 per hour
Turf Fields (non-city resident)	\$75.00 per hour
Turf Field Lights	\$25 per hour plus field rental hourly fee

## DEPARTMENT REFUND POLICY

We will not refund short notice cancellations that are no fault of this department or due to inclement weather. All program and reservations refunds are required to be submitted in writing 30 days in advance for a full refund minus the \$5.00 processing fee. All refunds will be paid by check and take 2-4 weeks to process. Any revocation of a permit due to disciplinary action will not receive a refund. Please be advised that any transaction paid for by credit card, the 2.7% processing fee will not be refunded.

**SYRACUSE PARKS DEPARTMENT**  
**412 Spencer Street, Syracuse, NY 13204**



# SYRACUSE PARKS & RECREATION

## PARK PERMIT RULES & REGULATIONS

### ATHLETIC PERMITS

All Athletic Field Permittees must provide the Athletic Department with a certificate of liability insurance. The City of Syracuse MUST be listed as additionally insured. The insurance coverage must include a minimum limit of \$1,000,000 per incident as well as the declaration page.

### PARK/FIELD HOURS

Syracuse Parks & Fields are open from dawn to dusk unless otherwise stated or authorized by the Commissioner of the Parks Department.

### PERMITTEE RESPONSIBILITY

Damages caused by negligence to a park/athletic facility/equipment will be assessed as to the cost to correct, replace and repair. Costs will then be passed on to the offending applicant. The permit applicant is financially responsible for 100% of any damages done to Parks Department property during their permitted time.

### TRASH

The permit applicant, organization, league or group is responsible to make sure all trash is properly disposed into trash or recycling receptacles. If after an event, activity or game it is found that additional clean-up is necessary, the applicant will be charged.

### TOILETS

Restroom facilities may be opened where available. The permit applicant is responsible for any additional portable toilets required for use, the cost being the responsibility of the permit applicant.

### BEHAVIOR

Conducting actions such as, but not limited to, foul language, public urination, illegal drug use, smoking, alcohol consumption will be reported to the proper authorities and will be subject to penalties of such actions as permit revocation and being asked to leave.

### PERMITS

A permit will give you exclusive rights to an area within a park of your choice. Separate permits are required for each location you choose, and there will be an additional permit fee for each area. The permit applicant should have an original copy of the permit on their designated person at the event(s) and/or activity and be able to produce said permit at any requested time by the Department of Parks & Recreation staff or police. If the permit holder is not going to use a field/facility, the unused dates and times may not be assigned or transferred. These dates and times must be made aware to the Parks Department immediately.

### TENTS

If your tent is going to be more than 10x12 feet, then you will need a tent permit. To download the Tent Permit Application, go to [www.syr.gov](http://www.syr.gov), click on Departments, click on Fire, click on Permit Applications, and then the Tent Permit link. Tents need to be stamped as being flame retardant and should be weighted, not staked.

### TABLES/CHAIRS/DECORATIONS

You are welcome to bring in additional chairs, tables or decorations for your event, but please note that you are responsible for obtaining the items and removing them from your site immediately following your event. This is especially important for weddings at Thornden Park, since the Rose Garden and Lily Pond might have as many as three or four weddings there on one day.

### GRILLING

There are no grills in city parks. Those individuals wishing to bring in grills may use them in designated picnic areas only. If using propane grills, please contact the Department's Special Events Division at (315) 473-4330, ext. 3006.

### RESERVED SIGNS FOR WEDDINGS/PICNICS

A reserved sign will be posted at all locations permitted out that day. On the reserved signs, there is a phone number listed on the bottom of the sheet for you to call in the event of a problem or emergency. If you have problems with your site, please call that number. If your concern cannot be addressed that day, you might be entitled to a refund.

### PARKS STAFF

The Syracuse Parks Department reserves the right for staff to enter all fields, parks and facilities at any time during any and all use for observation.

### PARKING/SERVICE ROADS

Please obey the Parking Signs posted in each park. Parking is restricted to parking lots and the perimeter roads in the parks. Service roads remain closed due to safety concerns. **NO VEHICLES MAY BE DRIVEN ON ANY FIELD AT ANY TIMES. NO CARS ARE ALLOWED INSIDE THOSE AREAS BLOCKED BY SERVICE ROAD GATES.** In Onondaga Park, no vehicles are allowed to be parked next to or drive over to the picnic shelter or gazebo.

### ALCOHOL

NO ALCOHOLIC BEVERAGES ARE ALLOWED FOR CONSUMPTION OR SALE. Please be aware that violations are subject to penalty pursuant to City Ordinance.

### MUSIC

NO DJ's, live music, or amplified sound is allowed in any park venue. A small, battery-operated radio is allowed. If you are having music, you must abide by the City of Syracuse Ordinance, Chapter 40, Noise Control Ordinance, Article 11, Sec. 40-16, No person shall operate, play or permit the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound: a) In such a manner as to create unnecessary noise across a real property boundary, except for activities open to the public and for which a permit has been issued by the administrator pursuant to rules and regulations promulgated by him, or by license issued by the commissioner of licenses.

**SYRACUSE PARKS DEPARTMENT**  
**412 Spencer Street, Syracuse, NY 13204**



# PARK PERMIT APPLICATION

City of Syracuse  
Department of Parks & Recreation  
412 Spencer Street, Syracuse, NY 13204

## ORGANIZATION INFORMATION

Name of Organization or Athletic Team: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## NON-ATHLETIC EVENT INFORMATION

*Non-Athletic Permits are \$50.00 for every 4 hours. Permits are required for each separate area within a park.  
Please make checks payable to the "Commissioner of Finance"*

Date of Event: \_\_\_\_\_ Times: \_\_\_\_\_

Park/Facility Requested: \_\_\_\_\_

Nature of the Event: **PLEASE CHECK ALL THAT APPLY TO YOUR EVENT**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Wedding Ceremony  | <input type="checkbox"/> Graduation Party | <input type="checkbox"/> Film Shoot                    |
| <input type="checkbox"/> Wedding Photos    | <input type="checkbox"/> Kids Birthday    | <input type="checkbox"/> Musical Performances          |
| <input type="checkbox"/> Wedding Reception | <input type="checkbox"/> Adult Birthday   | <input type="checkbox"/> Other: please describe: _____ |
| <input type="checkbox"/> Family Reunion    | <input type="checkbox"/> Office Picnic    | _____  |

Expected Number of Attendants: \_\_\_\_\_

Electrical Hook-up: **ONLY AVAILABLE** at Franklin Square, Thornden Amphitheater & Lily Pond areas.  
(\$20.00 FEE) \_\_\_\_\_ YES \_\_\_\_\_ NO

## ATHLETIC EVENT INFORMATION

Type of Athletic Activity: \_\_\_\_\_

Field (1st Choice): \_\_\_\_\_ Field (2nd Choice): \_\_\_\_\_

Requested Days: \_\_\_\_\_ Requested Dates: \_\_\_\_\_

Hours (including set-up and break-down): \_\_\_\_\_ TO \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Ages: \_\_\_\_\_ Is this a tournament? ☐ Yes ☐ No

Will you need lights? ☐ Yes ☐ No **\*Please note: Not all fields have lights**

## OFFICE USE ONLY

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ Payment Type & Check #: \_\_\_\_\_ Total Amount: \_\_\_\_\_

## Conditions, Terms & Limitations of Permit

All park rules and regulations must be adhered to.

### ***PLEASE INITIAL NEXT TO EACH HIGHLIGHTED ITEM***

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#### **TABLES/CHAIRS/DECORATIONS**

You are welcome to bring in additional chairs, tables or decorations for your event, but please note that you are responsible for obtaining the items and removing them from your site immediately following your event. This is especially important for weddings at Thornden Park, since the Rose Garden and Lily Pond might have as many as three or four weddings there on one day.

#### **CHARCOAL**

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### PICNIC TABLES

Some of the picnic shelters have tables; some do not. We do not have the inventory to supply additional tables. Please feel free to bring in additional tables and chairs if necessary.

### RESERVED SIGNS FOR PICNICS & WEDDINGS

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- Please be advised that any transactions paid for by credit card, the 2.7% processing fee will not be returned

**Violations may result in your permit being revoked on site.**

# WAIVER OF LIABILITY AND INDEMNITY

## WAIVER OF LIABILITY AN INDEMNITY CITY OF SYRACUSE DEPARTMENT OF PARKS & RECREATION

For, and in consideration of, the undersigned being permitted the use of \_\_\_\_\_  
(Name of Facility) on \_\_\_\_\_(Date) the undersigned, in order to avail himself/herself/themselves  
of said permit, recognizes and assumes any and all risks pertaining thereto, and hereby releases the City of  
Syracuse, its officials, officers, and all other personnel of the City of Syracuse from any and all liability,  
damages, costs or expense arising from claims for injuries to persons (including death) or damage to property  
occasioned by the granting of this permit, or arising from any conduct undertaken by any person by reason of  
this permit unless attributable to the City's negligence or intentional actions. The undersigned shall indemnify  
and hold the City harmless from any liability to any persons resulting from any property damage or personal  
injury (including death) occurring in connection with the permitted event proximately caused by the actions of  
the undersigned, its officers, members or agents or any persons who were under the undersigned's control.  
Persons who merely join in a parade or event are not considered by that reason alone to be under the control  
of the undersigned.

The permit will be immediately revoked for the use of alcohol, any illegal substance, and violation of the law  
and any behavior deemed inappropriate by the City of Syracuse Department of Parks, Recreation and Youth  
Programs Commissioner or committee or his duly appointed representatives. If at any time an unfavorable  
condition exists or conduct by a participant or participants is deemed inappropriate, the Parks Commissioner  
or his/her duly appointed representative reserves the right, in the interest of public safety, to discontinue all  
activities or dismiss the person or persons detrimental to the activity.

All incidents or accidents should be reported to the City of Syracuse Department of Parks, Recreation and  
Youth Programs immediately.

My signature below indicates that I have read and agree to the above disclaimer, received and read a copy of  
the "Fields and Facilities Permit Policy Handbook," and will fully abide by the terms, conditions and provisions  
contained or referred to therein.

\_\_\_\_\_  
Signature of Applicant/League President

\_\_\_\_\_  
Organization/League

\_\_\_\_\_  
Date

Address: \_\_\_\_\_

Street

City

State

Zip Code

Home Number: (       ) \_\_\_\_\_

Work Number: (       ) \_\_\_\_\_

Cell Number: (       ) \_\_\_\_\_

Email: \_\_\_\_\_