



# 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 \$30.00 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***

#### **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**

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 Department immediately.

#### **TENTS**

If your tent is going to be more than 10x12 feet, then you will need get a tent permit. To download the Tent Permit Application, go to [www.syracuse.ny.us](http://www.syracuse.ny.us), click on Departments, click on Fire, click on Permit Applications, and then the Tent Permit link. Follow the instructions on where and how to send the permit and payment to the Fire Department.

All 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.

#### **CHARCOAL**

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.

## 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

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.*

## DEPARTMENT REFUND POLICY

**We will not refund short notice cancellations that are no fault of this department or inclement weather.**

- All program and reservation refunds are required to be submitted in writing 30 days in advance for a full refund, less the \$5.00 processing fee.
- All refunds will be paid by check and will 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 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.**

