



**INITIAL 2022 ATHLETIC FIELD APPLICATION / THIS IS NOT A PERMIT**  
 (ADDITIONAL REQUESTS CAN BE EMAILED TO [FIELDS@NEWROCHELLENY.COM](mailto:FIELDS@NEWROCHELLENY.COM))

**WEATHER PERMITTING FIELDS WILL BE OPEN MARCH THROUGH DECEMBER.**

**Compliance verification stated in Rules & Regulations, Policy Statement, as well as COVID-19 waiver on Page 2, requires a signature and date.**

**ATHLETIC ORGANIZATION / GROUP NAME:** \_\_\_\_\_

**SPORT / ACTIVITY:** \_\_\_\_\_

**ROSTER 75% NEW ROCHELLE RESIDENTS PROVIDED: Y / N (NEEDED FOR RESIDENT PROGRAMS ONLY)**

**ORGANIZATION / GROUP INSURANCE CERTIFICATE & ENDORSEMENT PROVIDED: Y / N**

**CONTACT PERSON / MANAGER:**

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>CITY:</b>	
<b>STATE:</b>	
<b>ZIP:</b>	
<b>PHONE #:</b>	
<b>EMAIL:</b>	

**Athletic Field Requested** \_\_\_\_\_

\*\* If additional space is needed, please write "see attached". A request for a specific field helps in scheduling, but does not guarantee use of that field. \*\*

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

<b>DAY:</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
<b>TIME:</b>							
<b>GAME:</b>							
<b>PRACTICE:</b>							

**PERMITS WILL BE ISSUED UPON RECEIPT OF APPLICATIONS, ROSTERS, PROOF OF LIABILITY INSURANCE AND ALL PREVIOUS INVOICES PAID.**



### POLICY STATEMENT

It is the policy of the City of New Rochelle that facility reservations are for the purpose of providing use of City owned facilities to residents and non-profit organizations serving the residents of the City of New Rochelle. Non-residents and other non-profit organizations are eligible to apply to all of the non-restricted park facilities. Commercial use of facilities is not allowed unless specifically requested and allowed as a special provision of this permit.

I hereby give New Rochelle Parks and Recreation permission to use photographs/video taken pertaining to athletic field rentals for 2022.

### COVID 19 – WAIVER

I hereby take responsibility for our organization and its participants to rent and utilize the athletic facilities and/or parks in the City of New Rochelle. While every precaution will be taken to safeguard the facility and its users, it is understood that I release New Rochelle Parks and Recreation, City of New Rochelle, and its sponsoring agents from all responsibility, in case of accident or illness, including COVID-19 related illness while participating at our facilities.

### RULES AND REGULATIONS

1. The permit holder, when required, must provide a certificate of insurance naming the organization insured, including the separate endorsement page, and the City of New Rochelle as additional insured. The amount shall be \$2,000,000 unless otherwise specified.
2. Organizations who are eligible for the Resident rate, you must provide a copy of valid team rosters (including players' names and address.) If not provided, team will be billed at the Non Resident rate.
3. Organizations that are participating in league play, must provide a game schedule prior to that start of the season. (Natural fields will be groomed for Games only, unless there is inclement weather and there needs to be water removal).
4. There is a fee for all field/ facility permits which is determined by the current 2022 Schedule of fees for Athletic Fields. The fee schedule is attached. If organizations cancel their permit 7 days in advance, there is no charge (email must be submitted to [fields@newrochelleny.com](mailto:fields@newrochelleny.com) ). If organization does not comply, they will be charged. If the City of New Rochelle Parks & Recreation Dept cancels a permit, a credit, refund, or reschedule will be issued. Organizations will be billed for the time that they are permitted for.
5. Alcoholic beverages are prohibited on park premises except in designated picnic areas or as otherwise permitted as a special provision of this permit.
6. No person (s) shall remove any item of equipment from park.
7. No person shall display any banner or sign except those approved by park personnel.
8. No person shall discard any trash, cinders, garbage, or other debris on the ground. All debris to be discarded in receptacles provided. The permit holder is responsible for leaving the surrounding area litter free. The City of New Rochelle reserves the right to require a refundable maintenance deposit to ensure compliance with the clean-up cost provisions. In the event of failure to comply, an amount for the actual clean-up cost will be deducted from the deposit. Such deposit is in addition to the user fee.
9. No person shall offer any article for sale, unless specifically approved as a special provision of this permit.
10. No person shall erect any structure to hold a meeting or perform a ceremony unless specifically approved as a special provision of this permit.
11. No person shall post any notice or distribute any literature except that approved as a special provision of this permit.
12. Dogs MUST be on leash. No dogs allowed in the athletic field playing area.
13. No person shall ride a bicycle on the synthetic turf surface within the park.
14. No person shall wear improper footwear such as long-spiked track shoes, regular and repeated use of steel cleats, and flat-soled shoes on synthetic turf playing fields. Standard molded soccer or football cleats are recommended. (Metal spikes are not permitted).
15. No person shall start a fire in any area other than the picnic grills provided. Ashes and cinders are to be discarded in the appropriate manner and not dumped on the ground.
16. Amplified music is permitted at reasonable levels but park staff has the authority to determine what is reasonable for the facility, area, condition, or event.
17. Athletic organizations affirm that their organization has submitted the names of any/all members (18 years and over) to the NYS Division of Criminal Justice Services in regard to sex offender clearance. If applicable.
18. Copy of approved permit must be shown, and/or email confirmation, upon request at the time of the event.
19. The City of New Rochelle for reasons of public safety, violation of rules, false information on application, or other such similar cause may revoke permit.

**\*\* Please note: No facility can be used without an approved permit and the Athletic Field Application Form does not guarantee anyone a permit to use our fields. It is only a guideline as to what information should be included in your seasonal / yearly request. \*\***

**SIGNATURE:**

**DATE:**