

Field Use Permit Application

Primary Field Requested: _____

Calendar Dates Requested: _____

DAYS & TIMES: Saturdays START TIME: _____ FINISH TIME: _____
(Check all that apply) Sundays START TIME: _____ FINISH TIME: _____
 Mondays START TIME: _____ FINISH TIME: _____
 Tuesdays START TIME: _____ FINISH TIME: _____
 Wednesdays START TIME: _____ FINISH TIME: _____
 Thursdays START TIME: _____ FINISH TIME: _____
 Fridays START TIME: _____ FINISH TIME: _____

Sport /Organization: _____ Responsible Person(s): _____

Street Address: _____ Home Phone: _____

e-mail: _____ cell: _____ Work Phone: _____

In consideration for the Village of Briarcliff Manor's (VMB) permission for the use of the athletic field (s), we hereby agree to abide by the rules and regulations contained herein and as they may be amended. We agree to be the responsible party to ensure that the conditions of field use are followed and adhered to by all parties associated with our organization and those visiting organizations that are a part of our team program. We agree to save and hold harmless the VBM, its employees, and all related officials from liability for any and all losses, damages or injuries to persons or property by reason of, or arising out of our use of the field listed above.

Date: _____ Signature of Applicant(s): _____

Approval will only be granted if the appropriate insurance certificates are current and on file with the VBM Recreation Department.

----- ***** TO BE COMPLETED BY THE SUPERINTENDENT OF RECREATION ***** -----

Approved: _____ Rejected: _____ Date: _____ Fee to be Charged: _____

Comments/Conditions: _____

Insurance Certification filed: _____ Amount: _____ Receipt #: _____ Date: _____

Village Manager

Superintendent of Recreation

VBM Field Use – Rules and Regulations

We agree to instruct the members, parents and/or guardians etc. of our organization and likewise any visiting organization at our fields of the terms and conditions of field usage. We understand that these rules are not limiting but series of terms and conditions for the good order, safety and protection of players and visitors and our field facilities. We acknowledge that violations may result in the call for police intervention; fines and penalties; and, the loss of field/park use. Specific points are provided, as follows:

1. **The use of all VBM athletic fields can only be approved through a Recreation Department permit.** All fields are restricted to use by residents or resident-based organizations only. Non-resident use is prohibited.
2. **Alcoholic beverages are prohibited at field sites;** including but not limited to parking lots, entry roads and athletic fields.
3. **The VBM Leash Law is in full effect:** owners **must** pick up after their dog.
4. **All field sites are posted as “Carry-in, Carry-out” facilities.** Trash may be deposited in a Village-owned dumpster where and when one is provided at any particular field site. If a dump receptacle is not on site or the receptacle is full, all trash is to be removed from the site. NO trash to be left at the facility whether on the field, parking lots, inside restroom facilities or in player seating or spectator viewing areas. Permit holders by organization and/or membership are responsible for compliance with the carry-in, carry-out policy. This includes, but is not limited to, ensuring all VBM participants; visiting teams and any/all spectators adhere to the policy.
5. VBM fields are multi-sport facilities: utilized by different sport organizations within the same season and perhaps during the same day. We know that time delays do occur: mutual cooperation, understanding and courtesy is to be followed. Permit holders are required to leave the field reasonably after an event and in such a condition so that the following scheduled event can utilize the field as quickly as practical. Goals, fences, corner flags and all equipment should be removed from the playing surface and stored as safely as possible at the conclusion of each use that will be subsequently used by a different sports organization. VBM provides detailed use calendars seasonally for every field: organization officials are obligated to keep current as to changes.
6. Vehicles are to be parked in designated parking areas only: no parking on the grass areas. NO Vehicles are permitted on the fields. Parking on adjacent roadways must be in accordance with posted street signs, as well as all applicable provisions of local VBM ordinances. Violations are subject to ticketing and/or towing at the owners expense.
7. No commercial activity or concessions of any kind are permitted in the parks without the written consent of the Briarcliff Manor Recreation Department, or the office of the Village Manager.
8. If event cancellation or a change in your scheduled use is necessary, you are to notify the Recreation Office as soon as possible (941-6560). All permit holders are expected to exercise good judgment when making cancellation decisions due to inclement weather or poor field conditions. Failure to cancel play when field conditions are poor will cause damage to a field for which the permit holding organization will be held responsible. When fields are closed by the Village or the permit holding organization, it shall be the permit holders responsibility to ensure that their coaches and players honor the closure and stay off of the closed field.
9. **All fields close at dusk. Trespassing and loitering are prohibited.** Vandals will be prosecuted. If an emergency should arise, please call 911 for the VBM Police Department. The non-emergency number is **941-2130**.
10. In its sole discretion, the VBM Recreation Department and/or the Village Manager reserves the right to suspend, revoke, annul or otherwise terminate any permit.

The VBM Board of Trustees reserves the right to amend these rules and regulations at any time, with or without notice, as they deem appropriate and in the best interest of the Village.