



Joseph F. William Memorial Park
 Recreation Center Rental Form

Name of person and/or business renting facility (must be 21 or older)		Email (for rental and receipt purposes)	
Home Phone	Work Phone	Cell Phone	
Mailing Address (Street or PO Box)		City	State
			Zip Code
Purpose of use			
Please list any special needs required for rental		Kitchen use Yes___ No___	
Expected Attendance	Date(s)	Start Time	End Time
			Will event be catered?

- The person in charge of an event held at the William Park Recreation Building (7033 Lakeshore Rd.) will receive a code allowing them to enter the building. Codes will be deleted the following day. **If you have not received your code two days prior to your rental, it is your responsibility to contact the Parks & Recreation office for your code.**
 - New York State Law prohibits smoking anywhere in the building. Town Law (TL 15.2-40.) prohibits possession or consumption of all alcoholic beverages.
 - The use of tape, nails or tacks on walls or posts at any facility/pavilion is prohibited.
 - Amplified music of any kind is prohibited without prior approval from recreation department
 - Before leaving the building, the person in charge must make sure that:
 - All windows & doors are securely closed and locked prior to leaving the building.
 - The room is left as it was when you arrived which included taking down (or setting up) tables and chairs and moving them back to their original location.
 - Your trash has been removed from the building and taken home with you.**
 - The bathrooms are clean with no water left running (sinks or toilet).
 - The thermostat must be turned down to 55° if it was used.
 - Smoke/Fire Alarms – the alarm system in the building is very sensitive. Improper use of sprays may cause alarm activation. No candles allowed.
- *Organizations may be required to provide a certificate of insurance naming the Town of Cicero as additionally insured.
 **For all rentals, a \$100.00 Key/Damage/Cleaning Deposit will be required in addition to building use fee. This deposit will be fully refunded provided that all operating policies have been followed, no property is damaged, the building is clean and key was returned according to rental agreement.
 ***In the event of an emergency, other than ambulance, fire or police and relating to the use of the Recreation Building, please contact 214-9750.

Payment

Rental Fee - Payment of pavilion use fee will be accepted in cash, personal check, money order or credit card issued by the permit holder only. Credit cards will be charged a non-refundable processing fee. All checks must be made payable to the Town of Cicero and must be written by the permit holder only.

Insurance - All business and non-profit organizations are required to submit a general liability insurance certificate naming the Town of Cicero as an additional insured as part of their rental request.

Deposit - Payment of damage deposit will be accepted in cash, personal check, money order or credit card issued by the permit holder only. Damage deposit is due two weeks prior to date of confirmed reservation.

Confirmation of approved facility use will be emailed after Rental Fee and Deposit are received by the Parks & Recreation Department.

Additional Information

Any check with insufficient funds will be assigned with a \$20 overdrawn check fee, in addition to the full payment. Reservation will not be accepted without proper payment.

Deposits must be paid 2 weeks prior to event. After inspection of facility, deposit refunds will be mailed as follows: deposits paid by check may take up to 30 days following the reservation, deposits paid in cash or credit will be refunded 1 week after the reservation. Refund checks must be cashed within 6 months and will not be reissued if lost or stolen. If there are any violations to the rules, including failure to remove trash or any other damage, the full deposit may be forfeited at the discretion of the Director. If damage or cleanup fees are in excess of the deposit amount, the remainder will be billed to the person renting the facility.

The Town of Cicero will not be held responsible for any damages/loss of services created by acts of nature on the date of the scheduled facility use.

Cancellations received more than 30 days before the original event date will receive a refund, minus a \$5.00 non-refundable administrative charge. Cancellations received less than 30 days before the original event date will not receive a refund **UNLESS** the date is reserved by another party **AND** the permit holder contacts the Recreation Department at (315) 699-5233 no more than one week following the original event date. If the date is reserved by another group, the permit holder will receive a full refund minus a non-refundable administrative charge of \$5.00.

I _____, am fully aware, accept and acknowledge the condition that the Town of Cicero does not carry medical insurance on permit holders. Further, I agree to release the Town of Cicero, its employees, agents and administrators from any and all claims I may have from damage arising out of my rental of a Town facility for picnic/league play/field use, and agree to defend, indemnify and hold harmless the Town of Cicero, its' employees, agents and administration from any claims by a third party arising in whole or in part out of my actions. I will in turn pursue appropriate coverage via personal or employee insurance. I acknowledge it is my responsibility that all Town rules are obeyed. I understand I will be responsible for charges due to loss or damages. I further verify that I am 21 years of age or older and assume responsibility for the actions of the above group.

**Signature _____ Date _____

****Signature must be same as name on rental form. This person is the official permit holder.**

Revised 3-2017

William Park Recreation Building \$125.00 Resident / \$175.00 Non-Resident Deposit Required: \$100

Kitchen Rental will be an additional \$50.00

Other Facilities Available for Rental (separate form required)

Picnic Pavilions Rates: \$75.00 Resident/ \$100.00 Non-Resident Deposit Required: \$100

(Fee for larger functions will be determined by the Parks and Recreation Director)

Central Park (1)	Capacity: 30	Sheldon Memorial (1)	Capacity: 30
Gateway (1)	Capacity: 40-75	Skyway (1)	Capacity: 100
Plank Road (2)	Capacity: Pavilion: 75-100, Gazebo: 50	William Park (3)	Capacity: Carrick, Nutter, Stapleton – 50 each

Wedding Gazebo Wedding Package Rates: \$50.00 Resident/\$75.00 Non-Resident Deposit Required: \$100

William Park (1) Gazebo

Fields Rate & Deposit: To be Determined

Rates are per field per 2 hours. Rates To be Determined extra for field preparation (dragging and lining). Bases are not provided at fields.

Terms of Use

1. Reservations are accepted online, in person, or by mail on a first come, first serve basis. Payment must accompany completed rental form. Telephone reservations will not be accepted. Requests for facility use will be taken on and after January 1st each year for seasonal and/or daily usage during that year.
2. Alcoholic beverages are prohibited in Town facility or park.
3. Smoking is prohibited in all buildings, pavilions, youth playing fields, playgrounds and restrooms. Please use designated smoking area at each park.
4. Animals are prohibited in all buildings. All dogs must be leashed in all parks (**see special rule regarding dogs at William Park). Dogs are not allowed during youth league or town sanctioned programs.
5. Only portable toilets available at some parks. The public restrooms at William Park are open 10:00 am – 6:00 pm or 11:00 am – 7:00 pm when staffed. All other hours, a portable toilet is available.
6. The Parks & Recreation Director will process permits (with input when deemed applicable from the Commission), then inform applicants orally or in writing under what stipulations they have been granted park usage.
7. Issuance of a Park Permit is dependent upon payment of appropriate fees according to the Town of Cicero Parks & Recreation fee schedule.
8. The use of tape, nails or tacks on walls or posts at any facility/pavilion is prohibited. Damages to all facilities, leaving trash or neglect in returning them to original condition will result in billing the permit holder for total cost of materials, supplies and man-hours necessary to offset the aforementioned actions, along with forfeiture of deposit. This includes, but is not limited to:
 - A. Lack of trash pick-up of park.
 - B. Vehicles on turf areas.
 - C. Usage of ball fields under wet conditions and failure to repair accordingly.
 - D. Improper usage of keys/codes.
 - E. Improper use of Town materials or supplies
9. All parks in the Town of Cicero are "carry in, carry out" facilities. You are required to remove litter or trash that is generated by your use of the facility.
10. Park hours are 1/2 hour before sunrise to 1/2 hour following sunset. All pavilion rentals will be for the entire day.
11. Respect other groups in the park using the facilities. Your permit does NOT give you exclusive rights to the whole park.
12. Absolutely no loud music or any kind of sound amplification allowed unless specifically requested at the time of the permit. Volume must be within the Town's acceptable levels.
13. Driving on park grounds or grass areas is prohibited. All vehicles must remain in parking lots. Please comply with all no parking, handicap and fire lane designations. Violators will be ticketed and or towed at owners' expense.
14. Inflatable apparatus allowed with prior approval only.
15. Gas or propane grills are prohibited. Charcoal grills only are allowed.
16. All groups of persons under the age of 18 will be chaperoned by persons 21 or older on a basis of 1 adult per 10 persons under 18.
17. Park facilities do not have electricity. Generators or portable electricity are not allowed without prior approval.
18. Applicants assume responsibility of participants, spectators and any damages.
19. No advertising of event without permission from the Town of Cicero Parks & Recreation Department. No soliciting in any Park facility.
20. This permit is for the period shown and is subject to all the rules and regulations for the Town of Cicero. The Department will not guarantee accommodations for more than the numbers indicated.
21. Selling of any item is prohibited without a permit from the Town of Cicero. No admission fee shall be imposed without permission of the Town of Cicero.

22. Groups using catering food service may be required to have Health permits from the Onondaga County Health Department. Compliance with all applicable laws and regulations of the State of New York, the Town of Cicero, and Onondaga County Health Department is a requirement of the permit holder. Failure to follow any of the rules and regulations will result in loss of future reservation privileges. The Department assumes no responsibility for storing food, beverages or supplies delivered to the park.
23. The Town of Cicero reserves the right to void the permit should facilities become unavailable for any reason.
24. Snowmobiles or ATV's are prohibited, (with the exception of use for ice fishing purposes at William Park) on designated snowmobile trails.
25. No hunting allowed in any Town park.
26. Firearms/Dangerous Instruments. No person except Police Officers shall carry firearms (as defined in the NYS Penal Law), nor shall any person carry or possess air guns, bb guns, paintball guns or other dangerous instruments capable of causing physical harm to citizens in any park located in Cicero.
27. No open fires or flames.

Joseph F. William Park Additional Rules & Regulations

1. Public swim in designated area allowed only when lifeguards are on duty.
2. No docking boats. Car top style watercraft can be launched from the left side of the dock only.
3. Fishing in designated areas only.
4. Dogs are not allowed May through October with the exception of Service Dogs. All other times, leash law applies as well as cleaning up after your dog.
5. No open fires or flames.
6. No overnight camping.

Building Facility Additional Rules

1. No nails, pins, thumbtacks or tape may be used on walls, ceilings or posts, etc.
2. Permit holder is responsible for returning the facility to its original condition, including moving back all tables and chairs and general cleaning the bathroom facilities.
3. No entering the facility without a staff person present where required.

Concession Facilities Use

Concession facilities use (if requested) accompany field permits on an exclusive basis when permits are on a seasonal basis. Non-seasonal use will be on an if available basis.

1. Exclusive concession facility usage will be granted through a permit process and an accompanying insurance certificate naming the Town as additional insured.
2. Non-seasonal groups wishing to operate concession facilities (either permanent or portable), on a temporary basis at Town parks must make their desires explicit at time of permit request. Fees will be assessed for utility usage.

William Park Gazebo Use Rules

1. Gazebo may be rented for wedding ceremonies only.
2. No nails, pins, thumbtacks or tape may be used on any part of the structure.