



# VILLAGE OF JOHNSON CITY



## PAVILION/PARK PROPERTY USE REQUEST FORM

Village property is made available to groups and individuals for various uses. The following guidelines are established to formalize and regulate that usage. If you have any questions or concerns please feel free to contact the Johnson City Parks Department at 607-797-3031.

**\*PLEASE NOTE: Some use requests may require the approval of the Village of Johnson City Board of Trustees**

**PERMITTED USES:** Village of Johnson City property may be used by private individuals or entities only for the following activities:

**Please Check the Type of Activity Below:**

- \_\_\_\_\_ 1. **Non-commercial Event:** a private event or gathering where no food, goods or services will be sold (example – family picnic, graduation party, class picnic, etc.)
- \_\_\_\_\_ 2. **\*Non-profit Fundraising Event:** an event or gathering where food, goods or services will be sold and a charity or other non-profit organization receives at least 75% of the gross profits earned from the event, exhibited by a signed writing from an authorized representative of the charity or non-profit organization submitted to the Village.
- \_\_\_\_\_ 3. **\*Organized Event:** a large, organized event or festival where food, goods or services may be sold and the following conditions are met:
  - \_\_\_\_\_ a. The Organized Event has a social, civic, artistic, educational, historic or recreational purpose and is open to the public;
  - \_\_\_\_\_ b. All application requirements are met including the completion of the attached “Village Pavilion/Park Property Use Request Form”; and
  - \_\_\_\_\_ c. The Village Board has specifically granted approval for the Event by the passage of a resolution at a regular Village Board meeting.

**ELIGIBILITY:** Village residents and groups based in the Village receive priority for facility reservations and program registrations.

**AVAILABILITY:** Times for facility use will be approved as available. Village activities and previously scheduled events will take priority.

**USE:** Use of Village property for activities that could cause physical or mental harm is prohibited.

**RESERVATIONS:** Village property must be reserved in advance through the Village Parks Department. All requirements must be met prior to use of any facilities. For Regularly Scheduled Leagues and Organized Events, reservations must be made at least three (3) months in advance of the first day of the event.

**REQUIREMENTS:** Persons making reservations must be over 21 years of age and should be present at, and responsible for, the activity. Those groups of individuals wishing to reserve the facility must complete the following questionnaire:

1. Does the activity involve athletics? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Will the facility be used on a regular basis? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Does the organization have liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Will more than fifty (50) people be in attendance? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Is the activity open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Are the majority of attendees' elderly? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Will you require admission to a park prior to its posted hours (9am-8pm)? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes", please indicate time: \_\_\_\_\_

**FEES:**

- Pavilions:** Non-refundable user fees for the rental of the pavilions are as follows:  
\$30.00 for not for profit groups (proof of not for profit status must be provided)  
\$40.00 for Village of Johnson City Residents  
\$65.00 for non-Village residents

**NOTE:** Park Reservation applications and payments must be made in person. The requested dates will not be reserved until payment is received. If Village Board approval is required, that approval must be obtained prior to the reservation being finalized. The Parks Department's office hours are 6:30am – 2:30pm on Mondays - Fridays.

**ALL APPLICANTS MUST BE SURE TO READ THE ATTACHED PARK USE RULES AND REGULATIONS COMPLETELY. THERE ARE SOME ACTIVITIES AND EQUIPMENT THAT ARE STRICTLY PROHIBITED IN VILLAGE PARKS.**

**ADDITIONAL RESTRICTIONS:**

1. The event shall be restricted to that area for which permission is granted.
2. The event shall not extend beyond the hours approved in the request.
3. The individuals or entity using Village property shall be responsible for moving any equipment into and out of the area.
4. Village personnel must have access to all areas at all times.
5. Use of alcoholic beverages is prohibited.
6. No dogs are allowed in Johnson City Park facilities.
7. All Village Parks/ballfields/facilities are SMOKE FREE.
8. No bounce houses, trampolines, inflatable slides, and other similar equipment

**PARKS REQUEST FORM**

Name of Individual or Organization: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature of Requesting Person*

\_\_\_\_\_ *Print Name of Requesting Person*

Park or area of Village property requested for use: \_\_\_\_\_

For the proposed activity of: \_\_\_\_\_

Number of people expected (maximum): \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time(s) per date(s): \_\_\_\_\_

*\*Please note, for those renting the pavilions, the pavilions must be cleared out by 7:30pm. This includes all decorations, supplies, people, etc.*

Return completed reservation form along with payment to: **Johnson City Parks Dept.**  
**243 Main Street**  
**Johnson City, NY 13790**

**FOR PARKS DEPARTMENT USE ONLY:**

Approved by: \_\_\_\_\_

Request approval date: \_\_\_\_\_

Pavilion #: \_\_\_\_\_

Fee Due: \$ \_\_\_\_\_

Check: \_\_\_\_\_ Cash: \_\_\_\_\_

Receipt #: \_\_\_\_\_

## **Village of Johnson City Park Use Rules**

The following rules must be followed by all visitors to parks in the Village of Johnson City. Failure to comply may result in the loss of use of the park, fines and possible criminal and legal action.

### **No person shall:**

- A. Injure, deface, destroy, disturb, remove or misuse any part of the park nor any building, sign, equipment, plant, plant material or other property.
- B. Operate chain saws within the park.

### **Disposal of rubbish, garbage, sewage and noxious materials.**

- A. No person shall leave behind or dump any material of any kind in the park except the refuse, ashes, garbage and other material of a permitted activity, and such material shall be deposited in receptacles provided for such purposes.
- B. No person shall, within the park, place or permit to be placed in any river, brook, stream, ditch or drain any liquid or aqueous waste which shall fail to comply with the minimum requirements as set by the New York State Department of Health for quality standards for Class B waters.

### **Weapons and explosives.**

- A. No person shall use, carry or possess any firearms within the park.
- B. No person shall use, carry or possess any fireworks or explosive substances within the park.
- C. No person shall possess any other dangerous weapons or instruments within the park.

### **Harassment of others.**

No person shall:

- A. Strike, shove, kick or otherwise subject another person to physical contact or attempt to do the same with the intent to harass, annoy or alarm such other person.
- B. Follow a person about the park with the intent to harass, annoy or alarm such other person.
- C. Engage in a course of conduct or repeatedly commit acts which alarm or seriously annoy such other person and which serve no legitimate purpose.
- D. Threaten or menace any other person with any instrument or by using any animal to do the same with the intent to harass, annoy or alarm such other person.

### **Disorderly conduct.**

No person shall, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof:

- A. Engage in fighting or in violent, tumultuous or threatening behavior.
- B. Make unreasonable noise.
- C. Use abusive or obscene language or make obscene gestures in a public place.

### **Lewd behavior.**

No person shall commit, perform or engage in any lewd, lascivious, obscene or indecent act or behavior.

### **Advertising, signs and commercial enterprises.**

No person shall:

- A. Distribute or place any commercial or political sign, advertisement, circular, notice, statement, banner, emblem or design within the park.
- B. Beg, hawk, peddle or solicit within the park.
- C. Sell or offer for sale any article, thing, privilege or service.

**Compliance with orders of Director; setting of regulations.**

- A. No person shall fail or refuse to comply with any reasonable order relating to the regulation, direction or control of traffic or with any other order lawfully given by the Director or willfully resist, obstruct or abuse any police officer or other official in the execution of his office.
- B. The Director may set such regulations from time to time that will help in promoting the health, safety and general welfare of persons and the orderly administration of the park pursuant to policies established by the Village Board of the Village of Johnson City.

**Camps and camping.**

- A. No person shall establish or maintain any camp or other temporary lodging or sleeping place within the park.
- B. Any facility or area rented, leased or otherwise reserved shall be open for inspection by authorized employees of the Department for the purpose of assuring compliance with rules and regulations and proper use of Department property.

**Fires.**

- A. No person shall start a fire in the park, except small fires for culinary purposes in park grills or privately owned grills or fires in the places or designated areas approved by the Director. The Director may prohibit, at his discretion, fires at any location or for any purpose when necessary for the protection of park property.
- B. No person starting or using fires shall leave the immediate vicinity of the fires before they are extinguished. The dumping of hot ashes or fire from portable picnic grills is permitted only in designated receptacles.

**Entry after hours.**

No person shall be permitted to enter or remain within the confines of the park or other park facilities after closing hours or before opening hours as set and established from time to time by the Director.

**Hunting and fishing.**

- A. No person within the confines of the park shall hunt, pursue with dogs, trap or in any way harass or molest any wild bird or animal found within the confines of the park.
- B. No person shall fish in park waters in violation of the rules and regulations of the New York State Department of Environmental Conservation.

**Animals.**

No person shall bring or release any animal into or upon any park or park facility.

**Swimming.**

- A. Swimming is prohibited except at areas designated for that purpose and only when lifeguards are on duty.
- B. No glass bottles, metal cans or other hazardous objects are permitted in swimming areas.

**Certain toys/items of amusement prohibited.**

- A. Models, such as miniature planes, cars, rockets or boats, which produce loud noises or are hazardous, are prohibited from all parks and park facilities.
- B. Bounce houses, trampolines, inflatable slides, and other similar equipment are prohibited from all parks and park facilities.

**Metal detectors.**

No person shall use any metal detector within the confines of the park.

**Alcoholic beverages, tobacco, and illegal substances.**

No person shall offer for sale or be under the influence of any beer, wine, liquor, tobacco product or other intoxicating beverage or any illegal substance, drug, stimulant, depressant or hallucinating agent within any park or park facility. No person shall possess, consume or use any beer, wine, liquor, tobacco products or any illegal substance, drug, stimulant, depressant or hallucinating agent within any park or park facility.

**Hours of closing.**

No person is permitted to remain, stop or park within the confines of any park or park facility between the hours of sunset and sunrise. In case of an emergency or when, in the judgment of the Director, the public interest demands it, a portion of the park may be closed to the public or designated persons until permission is given to reopen.

**Traffic regulations.**

- A. Purposes of way.
- (1) No persons shall use any portion of the park for purposes of way except drives, roadways, paths, walks and trails established for such purposes. Paths established as bridle paths, footpaths, exercise trails, nature trails or bicycle paths shall not be used for vehicular traffic.
  - (2) Snowmobiles, all-terrain vehicles (ATV), unlicensed trail bikes and recreation vehicles are prohibited within all parks and park facilities.
- B. Driving on closed roads or drives. No person shall drive upon or along any park road or drive which has been closed and posted with appropriate signs or barricades. The Director shall have authority to order roads or drives closed.
- C. Speed limit. No person shall drive at a speed in excess of that posted for the area. The Village Board shall determine the speed limits in the park.
- D. Reckless driving. No person shall operate a vehicle along or over any road or drive within the park in a reckless manner or without due regard for the safety and the rights of pedestrians and drivers and occupants of all other vehicles.
- E. Motorcycles.
- (1) All motorcycles, licensed trail bikes, minibikes, motor scooters or mopeds operated within the park shall be operated only on those roadways provided for the use of motor vehicles.
  - (2) All persons operating and passengers riding on motorcycles, licensed trail bikes, minibikes, motor scooters or mopeds within the confines of the park shall wear approved safety helmets, as per the requirements of the New York State Department of Motor Vehicles, at all times while such vehicle is in motion.
- F. Parking. No person shall park any motor vehicle upon:
- (1) Any roadway in the park or at any location where posted signs or symbols painted on the pavement prohibit parking.
  - (2) Any lawn or grassy area unless specifically authorized by the Director on a case-by-case basis.
  - (3) Any motor vehicle left unattended in a Village park after closing hours is subject to the vehicle being towed at the owner's expense.