

**VILLAGE OF GENESEO**

119 Main Street  
Geneseo, NY 14454  
Phone: 585-243-1177  
Fax: 585-243-9190  
Email: [village@geneseony.org](mailto:village@geneseony.org)

<u>OFFICE USE ONLY</u>
Reservation Date: _____ Date Cancelled _____
Notes: _____

**PAVILION/DEPOT/PARKS RESERVATION APPLICATION**

PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY

NAME OF ORGANIZATION/PARTY: \_\_\_\_\_

CONTACT PERSON/RESPONSIBLE PARTY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (DAY) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EVENING/WEEKEND: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

REQUESTED DATE: 1<sup>ST</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ Time \_\_\_\_\_

REQUESTED PARK: (circle one) Highland Park, Village (Log Cabin) Park, Kelsey Field, Riverside Access Park

HIGHLAND PARK PAVILION: 1<sup>ST</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ DEPOT \_\_\_\_\_

Is a bounce house or similar amusement device to be used? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, then a certificate of Insurance must be submitted by the owner of the device; in addition a portable generator is necessary.

**To receive a reservation confirmation, pick it up at the Village Office, or send a legal sized, self-addressed stamped envelope when the original application(s) is submitted or include an email address. If more than one date is requested, please send a completed form for each separate date (all applications may be included in the same envelope).**

- Fees are for reserving the pavilions/depot.
- Permit is valid only for the original date booked. NO RAIN DATES
- Tables outside the pavilion/depot are available to the public.
- Grills are available to the public (no grills available at Village Green, no grills or tables available at Kelsey Field).
- **PAYMENT MUST ACCOMPANY APPLICATION. MAKE CHECKS PAYABLE TO:  
VILLAGE OF GENESEO  
PAVILION/DEPOT FEE: \$25.00 PER FACILITY RESERVED, PLUS \$5.00 REFUNDABLE DEPOT KEY DEPOSIT**

I hereby apply for a park/pavilion/depot reservation for the group I represent. **I have read all terms and conditions and agree to comply with them. I agree to remove all trash and litter in accordance with the parks CARRY-IN/CARRY-OUT policy.** I understand this permit may be revoked if any terms or conditions are violated. If there are questions please contact the Village Clerk's Office, 585-243-1177 between 8:30 am and 4:30 pm, M-F.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

This permit is not valid unless signed and does not become effective until approved by the Clerk's Office.

**>THIS SECTION TO BE COMPLETED BY VILLAGE CLERK'S OFFICE<**

Reservation Date: \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Pavilion/Depot: \_\_\_\_\_ Key Deposit for Depot use: \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Paid by: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Village Representative



## CONDITIONS OF PERMIT

1. Applicant must be a resident of the Village or Town of Geneseo.
2. **Cancellations received more than 30 days prior to the reserved date: a full refund will be issued. Cancellations received more than 10 days but less than 30 days prior to the reserved date: a 50% percent refund will be issued. NO REFUNDS FOR CANCELLATIONS LESS THAN 10 DAYS PRIOR TO THE RESERVED DATE.**
3. It is understood that this permit is not transferable and may be revoked at any time at the discretion of an authorized representative of the Village of Geneseo.
4. DEPOT key may be picked up within the week prior to the reservation date at the Village Clerk's Office and must be returned within 3 business days following the event. If the key is not returned within 3 days, the applicant will forfeit the key deposit.
5. The responsible party/contact person must be present for the entire duration of the event.
6. The Applicant agrees to indemnify, defend and save harmless the Village of Geneseo and all of its officers, agents and employees from all suits arising from the operation of this permit or as a result of the consequences of any act, omission, neglect or misconduct on the part of any invitee of the applicant.
7. Groups/organizations holding events and activities, including sporting events, must adhere to the items listed on the Insurance Requirements page of this application. Insurance documentation must be submitted at least five (5) business days prior to the date of the event.
8. No reservation may not be booked more than 1 year in advance.

## General Rules and Guidelines for Use of Parks and Facilities

### **Hours of Use: 7 a.m. - Dusk**

1. Use of vehicles is restricted to paved areas. Grassy areas are not intended to be turned into parking lots.
2. Use of Tobacco products is PROHIBITED on all Village properties including the parks. ALCOHOLIC beverages are NOT permitted.
3. AMPLIFIED sound equipment is allowed by permit only. (Permit is available on the website-www.geneseony.org or may be picked up at the Village Clerk's Office). Because the Village Board is responsible for issuing noise permits, application for such must be made at least one week prior to the next meeting of the Village Board.
4. Groups should plan to clean up and leave by the end of their reservation period.
5. **Users must bring garbage bags.** Highland Park, the Village Park, Riverside Park and Kelsey Field are "CARRY-IN, CARRY- OUT" parks. This includes all trash, recyclables and garbage. Facilities, grounds and parking areas must be cleaned prior to departure or when requested by a Village representative. Park users are encouraged to recycle/return beverage containers.
6. Pets must be kept on a leash (max. 6-ft.) at all times. Proof of current rabies vaccination certificate required. **Pets are not allowed in pavilions or in any buildings. All dog waste must be cleaned up.**
7. All accidents, injuries and problems must be reported to the **Village Police** immediately. **CALL 585-243-2420 for non-emergencies; for emergencies, dial 911.** No person shall refuse to comply with a lawful order of the Police or Village official.
8. No person except a police officer shall carry, fire or discharge any firearm, nor carry any rocket, torpedo, or other fireworks; or bows/arrows within the parks.
9. No person shall remove or mutilate vegetation in the parks.
10. No person shall cause damage to any facility or equipment within the parks. Writing, painting, carving or other form of defacement on any tree, bench, park structures, pathway or road within the parks is not permitted.
11. No person shall appear in the parks in a state of nudity, or commit, perform, or engage in any lewd, lascivious, obscene, or indecent act or behavior and no person shall make any indecent exposure of his or her person within the parks.
12. No person shall use profane, obscene, or abusive language while in the parks.
13. No person shall intentionally disturb, harass, injure or kill any animal or plant life within the parks.
14. No person shall beg, hawk, peddle, or solicit within the parks without a permit.
15. No person shall engage in gambling or gaming in the parks.
16. No person shall loiter in and around any buildings or bathroom facilities.
17. No person other than law enforcement shall ride or lead a horse in the parks without Village Board approval.
18. No person, group or organization shall use the parks or facilities for commercial purposes, including sale of products and services, without Village Board approval.



## HOLD HARMLESS WAIVER FORM

\_\_\_\_\_ does hereby covenant and agree to defend and  
(Name of user or representative of organization)  
hold harmless the **Village of Geneseo** from and against any and all liability, loss, damages,  
claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to  
the extent permissible by law, arising out of or in connection with the actual or proposed use of

\_\_\_\_\_  
(Village Building, Village Park, Highland Park, Kelsey Field, Riverside Park)

Date(s) of proposed use: \_\_\_\_\_

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_  
User

\_\_\_\_\_ Date: \_\_\_\_\_  
Village of Geneseo Representative



## INSURANCE REQUIREMENTS

**Organizations and Businesses requesting use of facilities must provide the following at least five (5) business days prior to use:**

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the user hereby agrees to effectuate naming the *Village of Geneseo* (V.O.G.) as an unrestricted *Additional Insured* on the users General Liability insurance policy.

1. The policy naming the V.O.G. as an Additional Insured shall:
  - a. Be an insurance policy that is A.M. Best rated "secured", preferably a New York State Admitted Insurer.
  - b. Provide for 30 day notice of cancellation.
  - c. The V.O.G. is listed as an Additional Insured by using ISO endorsement CG2026. If another similar endorsement is used a copy must be provided.

\*the above may be provided with Acord Form 25, edition 2009/09

2. Required insurance:
  - a. Commercial General Liability Insurance - \$1,000,000 per occurrence / \$2,000,000
3. The above must be provided in advance of any activity or use of the facilities.
4. Use of Acord Form 25 by an insurance provider is the preferred document to be used for proof of coverage. The most current version of this form must be used.
5. The user acknowledges that failure to obtain such insurance on behalf of the V.O.G. constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the V.O.G.
6. The V.O.G. reserves the right to change these requirements for specific users at any time without notice.