

VILLAGE OF HIGHLAND FALLS

303 Main Street
Highland Falls, New York 10928

Date Received: _____

Telephone: 845-446-3400
Fax: 845-446-2952

Facilities Request Information Form

Name of Event: _____

Sponsoring Person(s) or Organization: _____

Address: _____

POC:(point of contact) _____ Telephone No.: _____

Purpose of Event: _____

Proposed Day/ Date(s) of Event: _____

Time frame of event: _____

Facility needed: Roe Park Baseball Field _____ Pavilion _____ Bathrooms _____

Number of People Expected in Event: _____ Adults: _____ Children: _____

Number of Cars: _____ Number of Trucks: _____

Number (and kind) of animals: _____

Any Sound Amplification Equipment? _____ Yes _____ No

Description of Sound Amplification Equipment: _____

Will Local Police be Required to Assist Event?

_____ Yes _____ No How Many Police Required: _____

Will DPW assistance be required? _____ Yes _____ No

Assistance needed: _____

Please provide any additional information that you believe may assist the Village in maintaining order, protecting the health, welfare and safety of its residents and the participants in your event

_____ No Conflicts with date for any Town of Highlands Recreation Activities

Aaron Falk _____

Date _____

Town of Highlands Recreation Director

Village Board of Trustees _____

Date _____

Regina Taylor, Village Clerk

Approved _____ Not Approved _____

(see back of sheet for Rules concerning Use of Facilities)

RULES CONCERNING USE OF ROE PARK FACILITIES

1. **ALL REQUESTS** for Use of Facilities must come before the Village Board of Trustees and have prior approval through the Town of Highlands Recreation Department. (Village Board meetings are held on the 1st Monday of the month at 7:00pm and the 3rd Monday of the month at 6:00pm in Village Hall, 303 Main Street.)
2. Any person or group/organization must provide a certificate of insurance naming the Village as additional insured and sign a license agreement prior to the start of the event.
3. Any person or group/organization granted a license to use the facilities must adhere to all traffic and parking regulations surrounding the area.
4. Any person or group/organization granted a license to use Roe Park Field and/or Little League Field and dugouts must ensure the area is cleaned up of trash and garbage at the conclusion of the event.
5. Any person or group/organization granted use of the Pavilion must adhere to the following:
 1. **NO** grills, cooking device, or fires allowed under the Pavilion
 2. **NO** alcoholic beverages
 3. **NO** skateboarding or bicycle riding under the Pavilion
 4. **NO** loud music
 5. **NO** standing or climbing on picnic tables
 6. **NO** unleashed dogs on field, in playground area, or Pavilion area
6. Please Don't Litter
7. **Park Closes at Dusk**