

**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

\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_ No Conflicts with date for any Town of Highlands Recreation Activities

Aaron Falk \_\_\_\_\_

Date \_\_\_\_\_

Town of Highlands Recreation Director

Village Board of Trustees \_\_\_\_\_

Date \_\_\_\_\_

Heidi Johnson, 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 have prior approval through the Town of Highlands Recreation Department and come before the Village Board of Trustees. Village Board meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 7:00pm 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. The Form must include date and type of event.

Minimum Requirements: Commercial General Liability (Occurrence Form)

General Aggregate (Other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any One Fire)	\$ 300,000
Medical Exp (Any One Person)	\$ 5,000

3. **No bouncy house or other inflatables permitted regardless of insurance indemnification.**
4. Any person or group/organization granted a license to use the facilities must adhere to all traffic and parking regulations surrounding the area. **No parking is allowed within the fenced-in perimeter of Roe Park.**
5. 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.
6. 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
7. No Littering
7. **Park Closes at Dusk**