



**TOWN OF SOUTHAMPTON PARKS AND RECREATION DEPARTMENT
 SPECIAL USE PERMIT**

CHECK TYPE OF PERMIT REQUESTED

- | | |
|---------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> SPORTS FIELD RESERVATION | <input type="checkbox"/> PORTABLE STAGE |
| <input type="checkbox"/> MEETING ROOM | <input type="checkbox"/> COMMERCIAL PHOTOGRAPHY PERMIT |
| <input type="checkbox"/> GROUP PICNIC | (SEE SECTION NO. 8) |
| <input type="checkbox"/> SPECIAL EVENT | <input type="checkbox"/> OTHER _____ |

◆ ◆ ◆ PLEASE PRINT ◆ ◆ ◆

_____ APPLICATION DATE

1. NAME OF PERSON FILING APPLICATION _____
2. MAILING ADDRESS _____
 PHONE: HOME _____ BUSINESS _____ FAX _____
3. NAME OF ORGANIZATION OR COMPANY _____
4. FACILITY DESIRED (BE SPECIFIC) _____
5. DATE(S) REQUESTED _____
 TIME(S) REQUESTED _____
6. NUMBER OF PERSONS INVOLVED _____
7. WILL A FEE BE CHARGED? _____ IF SO, HOW MUCH? _____
 HOW WILL IT BE USED? _____
8. All applications for commercial photography shall include a letter outlining the following information:
 Subject and type of photography, proposed use, number in cast and crew, type of costumes, number of vehicles, person in charge on site, insurance coverage.
9. SPECIAL REQUIREMENTS _____

10. I have read the rules and regulations governing the use of Town property and agree that by my signature I, as well as the organization which I represent, will abide by them.

SIGNATURE _____

RETURN TO:

6 NEWTOWN ROAD • HAMPTON BAYS, NY 11946
 TEL. 631-728-8585 FAX 728-8525

OFFICE USE ONLY

APPROVED DISAPPROVED PERMIT NO. _____

FEE REQUIRED _____ FEE PAID _____

INSURANCE REQUIRED YES NO AMOUNT _____

COMMENTS _____

 DATE STAFF SIGNATURE

CC: MAINTENANCE CUSTODIAN PARKS SECURITY
 BEACH MANAGER POLICE OTHER _____

**AND REGULATIONS FOR USE OF BUILDINGS AND GROUNDS
UNDER THE CONTROL OF
THE TOWN OF SOUTHAMPTON PARKS AND RECREATION DEPARTMENT**

1. An application for a permit to use Town buildings or grounds by organizations not sponsored by the Town of Southampton must be filed at least two weeks prior to the date desired.
2. The Superintendent of Parks and Recreation, in accordance with Town Board policy and these rules, has authority to permit the use of Town buildings and grounds. All applications shall be subject to the approval of the Town Board.
3. Any permit issued shall be subject to the following terms and conditions as well as any other that the Town Board may adopt. **The permit may be cancelled without notice for failure to comply with these rules.**
 - A. Alcoholic beverages are prohibited on Town property.
 - B. Smoking is allowed in designated areas only.
 - C. No contributions or admission fees shall be solicited on Town property unless authority to do so has been given by the Town Board and is set forth in the permit.
 - D. The permit is valid only for use of the particular premises for the date or dates and times specified. The permit is non-transferable.
 - E. All functions must be properly supervised by adult leaders. At least one person listed on the permit form shall be present at all times.
 - F. No custodian or other Town employee is to be given a fee for services rendered on Town property.
 - G. All ordinances and rules of the Police and Fire Departments regarding public assemblies must be obeyed.
 - H. If so stated in the permit, leaders are responsible for setting and cleaning up, closing windows, turning off lights and locking the building at the end of the program.
 - I. The Town will not be held responsible for any non-Town owned equipment or supplies left at the site.
4. **Permits shall NOT be issued...**
 - A. for any purpose that will interfere with use of building or grounds by a Town sponsored agency.
 - B. to any person or persons for personal or private gain, financial or otherwise.
 - C. for the purpose of holding a social, civic or recreational meeting which is not open to all residents of the Town of Southampton.
 - D. for the purpose of holding a meeting of a political nature, supporting any national or local political party.
5. All groups may be subject to a fee for use of the facility. All groups may be subject to providing insurance if deemed necessary by the Town Board.
6. It is further understood and agreed that the applicant assumes responsibility for the preservation of order and liability for damage or loss of Town property.
7. Individuals or groups using Town facilities do so at their own risk and may not hold the Town of Southampton, its officers or representatives liable for any injuries that may be incurred while on Town property.

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Town of Southampton Parks and Recreation Department
6 Newtown Road, Hampton Bays, NY 11946 Tel. (631) 728-8585 Fax (631) 728-8525