



Village Offices  
4 North Ten Broeck St.  
Scotia, NY 12302  
Phone 374-8611  
Fax 374-0542

***APPLICATION AND PERMIT FOR USE OF COLLINS PARK, FREEDOM PARK AND THE FLINT PROPERTY  
VILLAGE OF SCOTIA, NEW YORK***

Pursuant to the Ordinance of Rules and Regulations governing the use of Collins Park, Freedom Park and the Flint Property in the Village of Scotia, the undersigned does hereby apply for a permit to use the following facilities of said park for the times, dates and purposes indicated, and in so doing, does hereby certify that all persons connected with the group or organization authorized to use said park under the applied for permit, will comply with all rules and regulations governing Park lands.

**Directions:** This completed application with all required documentation must be made to the Clerk of the Village of Scotia, 4 North Ten Broeck Street, a minimum of two weeks prior to the requested date of use. The applicant may be required appear before the Board of Trustees at a regular monthly meeting to discuss and answer questions about the application.

**FEES:** There will be a \$25.00 fee per approved application.

Groups will be charged a rate per field as outlined in the Village of Scotia Fee Schedule.

A per hour rate for any Village staff needed, including Police, Fire and DPW, will be charged.

Applications may require a \$250.00 refundable deposit

All fees must be paid prior to use. No refunds for rain-outs.

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. Name of your group: \_\_\_\_\_

Type of Event: \_\_\_\_\_

2. Time(s) and date(s) requested? \_\_\_\_\_

\_\_\_\_\_

3. Area requested to be reserved \_\_\_\_\_

\_\_\_\_\_

4. Approximate number in group. \_\_\_\_\_

5. Plans for erection of special structure(s)? (explain) \_\_\_\_\_

\_\_\_\_\_

6. Plans for managing parking? \_\_\_\_\_  
\_\_\_\_\_

7. Plans for police protection or security? \_\_\_\_\_

8. Will you guarantee to repair any damage to the Park, etc.? \_\_\_\_\_

9. Plans for cleaning up? \_\_\_\_\_

10. Plan for furnishing toilet facilities? \_\_\_\_\_

11. Conformity to "No Alcohol"rule. \_\_\_\_\_

12. Do you request permission to sell items in the park in connection with your activity? YES NO

If yes what kind of items, and for what reason? \_\_\_\_\_

13. Do you request permission to drive a vehicle in restricted areas of the park? YES NO

If yes, describe the need: \_\_\_\_\_  
\_\_\_\_\_

14. Name and address of insurer. \_\_\_\_\_

15. Will you provide the proper insurance detailed on the attachment? \_\_\_\_\_

16. Officer or name of person in charge. \_\_\_\_\_

17. The undersigned on behalf of the group or Organization does hereby covenant and agree to defend, indemnify and hold harmless the Village of Scotia from and against any and all liability, loss, damages, claims or actions including costs and attorneys 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 the Village of Scotia's property, facilities and/or services by the Organization

The undersigned is authorized to sign on behalf of the group or organization listed above.

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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Fee of \$\_\_\_\_\_ must be paid in full before the date of the event. Checks may be made payable to the **Village of Scotia**, 4 No. Ten Broeck St., Scotia, NY 12302

Application approved and permission is hereby granted for the intended use.

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

Scotia Park Board, Village of Scotia



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Your use of Collins Park, Freedom Park and the Flint Property facilities is contingent upon your observance of the rules and regulations of the parks. In particular, the following rules **MUST BE OBSERVED**.

1. No gasoline powered boats, inboard or outboard on Collins Lake.
2. No person shall stop, park or leave standing any vehicle within Collins Park or Freedom Park or the Flint Property other than designated parking areas.
3. No parking on grass.
4. No golfing or archery.
5. **NO ALCOHOLIC BEVERAGES.**
6. No flying fuel powered airplanes.
7. No use of unlicensed motor vehicles, including trail bikes, mini-bikes, go-carts, mopeds, snowmobiles, and all forms of motorized transportation (licensed motor vehicles may be operated on roadways or parking lots only).
8. No metal detectors.
9. **PARK HOURS: 9:00am to 11:00pm.**
10. Area of activity must be left as clean as it was upon your arrival.
11. All boats must be off the lake by sundown.

**Your failure to observe any of these rules could result in the revoking of park use privileges.**

Sincerely,

James Marx  
Parks and Recreation Supervisor

Revised 3/20/2003

Attachment



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### *INSURANCE REQUIREMENTS*

Due to severe problems of availability and cost to the Village of Scotia for comprehensive liability insurance, it is necessary that the Village tighten up its operations to reduce potential losses wherever possible. One of the major areas of severe liability exposure which can be managed more effectively is the use of Village facilities by various groups.

THEREFORE, EFFECTIVE SEPTEMBER 10, 1986, ANY GROUP REQUESTING USE OF VILLAGE FACILITIES WILL BE REQUIRED TO FURNISH A CERTIFICATE OF INSURANCE VERIFYING THAT THE GROUP IS INSURED FOR COMPREHENSIVE LIABILITY WITH \$1,000,000.00 MINIMUM COVERAGE LIMITS AND NAMING THE VILLAGE OF SCOTIA AS AN ADDITIONAL INTEREST INSURED. NO INDIVIDUAL OR CORPORATE WAVERS OF LIABILITY ARE ACCEPTABLE IN LIEU OF PROPER INSURANCE COVERAGE.

The Village of Scotia Board of Trustees sincerely regrets having to require this insurance coverage. However, to prudently manage the resources of the Village of Scotia and to protect the interests of the greater community of taxpayers of the Village from potential financial impact, this action is necessary.

If you have any questions, please call the Village Clerk's Office at 374-1071.

\*\*Adopted by the Village Board of Trustees at their regular meeting of September 10, 1986.