



Town of Marion Park Reservation Application

Marion Town Park
4072 Park Drive
Marion, NY 14505

Town Clerks Office
PO Box 260
3823 North Main St.
Marion, NY 14505
315.926.4271

Pavilion Fees: Marion Residents

Indoor / Outdoor Pavilion A	Open Air Pavilions B, C or D	
\$100.00 Pavilion	\$50.00	

Pavilion Fees: Non-Residents

Indoor / Outdoor Pavilion A	Open Air Pavilions B, C or D	
\$150.00 Pavilion	\$70.00	

A **\$50.00** security deposit is required for all reservations. Deposit will be returned after Park Inspector has verified pavilion(s) and grounds are in an acceptable condition. Checks will be issued and mailed following the next Town Board meeting.

Applicant Name: _____ Phone: _____

Address: _____

Rental Date & Time: _____ # Attending: _____
(Month, Day, Year)

Facility Requested: Check all that apply

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Indoor/Outdoor Pavilion A | <input type="checkbox"/> Open Pavilion B (south) | <input type="checkbox"/> Open Pavilion C (west) | <input type="checkbox"/> Open Pavilion D (north) |
| <input type="checkbox"/> with use of Kitchen | <input type="checkbox"/> Baseball Field 3 | <input type="checkbox"/> Baseball Field 4 | <input type="checkbox"/> Baseball Field 1 |
| <input type="checkbox"/> Baseball Field 2 | | | |

****Baseball fields are listed with their corresponding pavilion.*

- Rental of Pavilion A will include kitchen and Recreation Hall. Open air Pavilions B, & C will include the use of electric. Open air Pavilion D does not have electric.
- The playground and basketball court are for public use at all times and may not be reserved.
- Applicants **MUST** remain in attendance during entire time of rental and be prepared to display application, upon request, to the park supervisor or grounds-keeper while at the Marion Town Park.
- If applicable, Pavilion A, B & C key may be picked up at the Town Clerks office no sooner than 2 days before the date of use, and must be returned no later than 2 days after use of park. **Renter may not go into pavilion before date of rental. If renter wishes to go into pavilion the day before, renter must rent that day also. Only one deposit would apply.**
- **No glass containers are permitted at the Marion Town Park**

By signing this application, the applicant certifies and agrees to comply with the guidelines defined in "Marion Town Park Rules & Regulations".

Applicant Signature: _____ Date: _____

Parks & Recreation Representative _____ Date: _____
(Town Clerks Office 315.926.4271)

For Office Use:

Fee: _____ **Cash/Ck #** _____ **Deposit:** _____ **Cash/Ck #** _____



TOWN OF MARION ALCOHOLIC BEVERAGE PERMIT

Pursuant to Local Law No. 1 of the Year 2001, known as the "Open Alcoholic Beverage Container Law", the undersigned is hereby given permission to possess, carry, transport or distribute liquor, wine, beer or other alcoholic beverages in open bottles or other open containers in the Town of Marion Town Park. No glass containers are permitted.

The Undersigned individuals or organization does agree to assume full responsibility for supervising the conduct of the group or individuals benefiting from such permit and to properly police, clean up and restore the premises after use to the prior condition and also to indemnify the Town of Marion for any and all damages, litigation threatened or commenced against the Town, including legal fees and expenses. This permit shall be available for display upon the request of any policy enforcement officer. The undersigned individual or organization further agrees that adequate precautions must be taken to ensure that minors will not be served or allowed to consume alcoholic beverages at the permitted event or gathering.

No alcoholic beverages shall be distributed or consumed other than on the specified premises described in the permit and only during the time stated.

NOTE: No alcohol shall be consumed in the playground areas. The Marion Town Park is SMOKE-FREE.

NAME: _____ PHONE# _____

ADDRESS: _____

DATE OF BIRTH OF APPLICANT: _____ COPY OF ID ATTACHED _____

TYPE OF EVENT: _____ PLACE COVERED BY PERMIT: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

Signature of Applicant

Signature of Town Representative

TITLE OF APPLICANT: _____

DATE: _____

***A copy of this permit will be given to the Wayne County Sheriff's Department
prior to the date of the event.***



TOWN OF MARION
ALCOHOLIC BEVERAGE PERMIT

No Alcohol Declaration

In signing the below statement, you declare that as a renter of the Marion Town Park, you will not be serving or consuming alcoholic beverages during your rental.

NOTE: The Marion Town Park is SMOKE-FREE.

NAME: _____ PHONE# _____

ADDRESS: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

Signature of Applicant

Signature of Town Representative

TITLE OF APPLICANT: _____

DATE: _____



Marion Town Park Rules and Regulations

Park Rental Information

Reservation Information:

- Use of Park pavilions requires a permit which must be obtained in person at the Marion Town Clerk's Office located at 3823 North Main Street, Marion. Telephone: 315-926-4271
- Reservations are accepted on a first-come basis.
- ***Marion Recreation programs have priority for Park use.***
- All applicants desiring to use the Marion Town Park must be at least 21 years old. If alcoholic beverages are to be consumed, an Alcoholic Beverage Permit is also required from the Town Clerk's Office.
- The rental applicant assumes responsibility for all damages to Park property and for the conduct of their group in compliance with the Town of Marion's Park Rules and Regulations.
- Refer to the Town of Marion Park Reservation Application for the current schedule of pavilion fees. Additionally, a deposit of \$50.00 must be made at the time of reservation and will be returned upon a satisfactory inspection. The security deposit will be returned by mail following the next Town Board meeting.
- Checks are to be made payable to: Town of Marion.
- Separate pavilion fees apply for Marion residents and non-residents. To qualify as a Marion resident for park rental purposes, applicant must pay property taxes to the Town of Marion, have children currently enrolled in the Marion Central School District, or rent property in the Town of Marion.
- If the applicant cancels his/her rental reservation within 2 business days of filing application and making payment, the rental fee will be refunded. If however, cancellation is made after 2 business days, the rental fee will be refunded only under the condition that the date initially reserved is re-rented to another party. The security deposit and rental fee (if applicable) will be refunded following the next Town Board meeting.

Renter Guidelines:

- If applicable, Pavilion key may be picked up at the Town Clerk's office no sooner than 2 days before the date of use and must be returned no later than 2 days after use of park. **If you wish to get into the building the day before your rented date, you must reserve and pay for that day also.** *It is the responsibility of the renter to pick up the keys. Renters will not be reminded to pick up keys.*
- Permit holder shall sign and abide by the "Park Inspector Checklist".
- No glass containers shall be allowed in the Marion Town Park.
- Decorations: Decorations can only be hung on designated areas only. Corkboard are provided for this purpose. DO NOT use staples, tacks or tape on any surface of the indoor pavilion except for corkboards. Remove all decorations upon leaving facility. Any damage on walls will be deducted from rental deposit.
- All tables and chairs must be returned to their proper rack.
- It is the responsibility of the user to secure all doors before leaving.
- All garbage generated from use of Park must be put in receptacles provided. **Refuse from kitchen and bathrooms must be bagged, removed from pavilion and placed in dumpster.**
- It is the Town of Marion's policy to provide the initial garbage bags for the kitchen and bathrooms. We do ask that you please bring your own "Tall Kitchen" size bags to replenish the receptacles as a courtesy to the next group coming in.
- Disposal of garbage, refuse, etc. that was not originated from Park use is prohibited.
- Smoking is **NOT ALLOWED** on Town Park property. Any use of illegal drugs is not allowed on municipal property.
- Fires in cooking grills only. Extinguish all charcoal prior to leaving Park.
- No campfires allowed at any time on Park property.
- No fireworks or firearms are permitted.
- **Dogs must be on leash.** Any individuals bringing dogs into the Park shall be required to pick-up, bag and deposit in dumpster any solid waste from said animals.
- No person shall drive any automobile, motorcycle, ATV or other motorized vehicle upon any part of the Park except for the proper drives and parking areas.
- 10 MPH speed limit
- No overnight parking
- Park Hours: ---- Dawn to Dusk

We hope you enjoy our Town Park.



Marion Town Park

Park Rental Information

Things you MAY want to bring with you when using the pavilions.

- ❖ Extra Toilet Paper – the park is open to the public and sometimes the bathrooms run out of toilet paper.
- ❖ Paper Towels
- ❖ Garbage Bags
- ❖ Extra container to keep plastic bottles/cans separate from the regular trash.
- ❖ Extension Cord
- ❖ Charcoal, lighter, foil and utensils – If you plan to use the charcoal grill.
- ❖ Outdoor games
- ❖ Baseball / Softball supplies
- ❖ Tape and tacks for corkboards
- ❖ Table coverings
- ❖ Tableware (plates, napkins, plasticware)
- ❖ Lawn chairs



Marion Town Park

Inspector Checklist

	Yes	No	If no, explain
Grounds/Fields cleared of trash	_____	_____	_____
Tables & chairs cleaned off and Returned to proper racks	_____	_____	_____
All floors cleaned (kitchen, main room Hallway & bathrooms).	_____	_____	_____
Kitchen & main room counters wiped	_____	_____	_____
Microwave and sink cleaned	_____	_____	_____
Coffee pots cleaned	_____	_____	_____
Refrigerators & freezers securely Closed and all food items removed	_____	_____	_____
Kitchen & bathroom wastebaskets Emptied & re-lined with "tall kitchen Size plastic garbage bags	_____	_____	_____
Bathrooms cleaned & toilets flushed	_____	_____	_____
Bags of trash placed in dumpster	_____	_____	_____
White Plastic Chairs (18)	_____	_____	_____
Metal Folding Chairs (90)	_____	_____	_____
Inside table count 6ft (23)	_____	_____	_____
All decorations & fasteners Removed from corkboards	_____	_____	_____
Lights turned off	_____	_____	_____
All doors secured & locked	_____	_____	_____

Cleaning supplies & garbage bags are located in the bottom kitchen cupboard – left of the sink.

Failure to complete everything on the above list will result in forfeiture of your \$50 security deposit.

Renter signature: _____ Event Date: _____

Park Inspector signature: _____ Date: _____