



# City of Schenectady, New York

DEPARTMENT OF PARKS AND RECREATION  
Central Park Administration Building  
500 Iroquois Way  
Schenectady, NY 12309  
Telephone (518) 382-5151 Ext. 0

Carl Olsen  
Commissioner

William Macejka  
Supervisor

## REVOCABLE LICENSE FORM

Date \_\_\_\_\_

Building or Facility Desired: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Type Of Event: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Any organization requesting the use of a City owned facility must execute this form and agree to observe the following conditions:

- The user of City of Schenectady facilities must make detailed arrangements with the Utilities & Facilities two weeks prior to the event.
- The City of Schenectady will not tender any publicity or advertisement for said event.
- **NO SMOKING** is permitted in any part of any City Of Schenectady Facility.
- **NO ALCOHOLIC BEVERAGES** may be brought on to any City property or facility.
- **NO ALTERATIONS** may be made to any City property or Equipment.(You may be fined)
- When a license is granted for the use of space in any City Of Schenectady building or any grounds or portions thereof for any activity, the using organization shall be required to furnish **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE IN THE AMOUNT SET FORTH BELOW**. Such insurance shall designate the using Organization AND the City Of Schenectady as the INSURED. Evidence of such coverage shall be submitted to the Parks and Recreation Department at least one week prior to the date of the requested date of the event. This evidence of coverage shall be in the form of a **CERTIFICATE INSURANCE** issued by the Insurance Company providing coverage. This policy must be in the following amounts: **PERSONAL INJURY \$1 MILLION & PROPERTY DAMAGE \$500,000.**
- **Any violation of the above regulations** will result in denial of future requests for the use Of City Of Schenectady property.
- The use of any City facility is permitted only by a license, revocable by the City of Schenectady at any time without notice.
- All Tennis using the Athletic Fields and facilities agree to abide by all the rules and Regulations of the Department of Parks And Recreation.

**REVOCABLE LICENSE FORM**  
**For Use Of**  
**CITY OF SCHENECTADY FACILITIES**

2013

I agree on behalf of the indicated organization of the attached form, that all members and guests will observe the attached regulations and that we will individually and as an organization will assume full financial responsibility for any and all damage done to the City Property during the attached indicated period of use.

SIGNED \_\_\_\_\_ AS \_\_\_\_\_  
(Office Held)

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE Day \_\_\_\_\_ Night \_\_\_\_\_

If you have any questions or concerns please contact:

Utilities & Facilities Department

382-5151 ext.0 or send to:

Central Park Administration Building

500 Iroquois Way

Schenectady, NY 12309

**TO RECEIVE A “REVOCABLE LICENSE FORM”  
FOR THE USE OF CENTRAL PARK AND THE  
SURROUNDING FACILITIES, THE FOLLOWING  
STIPULATIONS MUST BE MET:**

- |  |   |
|--|---|
| 1. Certificate of Insurance Policy           | \$1,000.000 (personal injury)<br>\$ 500,000 (property damage) |
| 2. Parade Permit                             | Mayor's Office 382-5000                                       |
| 3. Establish Course Route<br>(Race Director) | Police Department (Traffic Division)<br>Lt. Hamilton 370-2022 |
| 4. Emergency Services                        | Paramedics<br>382-5141 ext. 5809<br>Ambulance 346-1243        |
| 5. Bureau Of Services                        | Mike Cerrone<br>382-5120 ext. 5844                            |
| 6. Pavilion/Music Haven Rental               | Administration Building<br>382-5151 ext. 0                    |