

Instructions for completing the Facility Use Request Form

Use this form for requesting use of parking areas, pool areas, tennis courts, basketball courts, volleyball courts, playgrounds, fitness trail, green space, etc.

These facilities can be reserved by a Town of Bethlehem based organization only.

Please contact the Parks and Recreation Department at 439-4955 ext. 3 to determine availability on your preferred date(s) and obtain fee information if applicable.

Complete the form, print, and remit with payment (cash, check, MC, Visa, Discover) to:

Town of Bethlehem Parks and Recreation Dept.
261 Elm Ave.
Delmar, NY 12054
Fax (credit card only) 439-2144

Your reservation will then be approved and a confirmation/receipt will be emailed or mailed within 5 business days.



TOWN OF BETHLEHEM
Albany County - New York
PARKS & RECREATION DEPARTMENT
 ELM AVENUE PARK
 261 ELM AVENUE
 DELMAR, NEW YORK 12054
 (518) 439-4955 opt 3
 Fax: (518) 439-2144
 Email: nlanahan@townofbethlehem.org



FACILITY USAGE PERMIT

TODAY'S DATE: _____

NAME OF GROUP: _____

FACILITY REQUESTED: _____

DATE(S) REQUESTED: _____

DAY: _____ TIME: FROM: _____ TO: _____

PURPOSE OF FACILITY USE (*BE SPECIFIC*): _____

ESTIMATED SIZE OF GROUP: _____ AT ANY ONE TIME: _____

ANY SPECIAL REQUIREMENTS (EQUIPMENT, MATERIALS, ETC.): _____

NAMES AND ADDRESSES OF PERSON(S) RESPONSIBLE:

NAME: _____ ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE: (H) _____ (W) _____ FAX: _____

NAME: _____ ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE: (H) _____ (W) _____ FAX: _____

- *THE ABOVE NAMED PERSONS ARE RESPONSIBLE FOR THE GROUP CONDUCT AND DESTRUCTION OR MISUSE OF THE FACILITY.
- *THE CONFIRMED FACILITY USAGE PERMIT MUST ACCOMPANY YOU DURING USAGE OF THE FACILITY.
- * IF YOU DECIDE TO CANCEL, THIS OFFICE MUST BE NOTIFIED.
- * ALL GROUPS USING THE FACILITY ARE SUBJECT TO THE RULES AND REGULATIONS ON THE BACK OF THIS REQUEST. VIOLATIONS OF THE RULES MAY RESULT IN REVOCATION OF THE USAGE PERMIT AND ALSO MAY RESTRICT THE GROUP FROM FURTHER USAGE OF THE FACILITY.

PLEASE SEE RULES & REGULATIONS ON THE BACK OF THIS REQUEST

RULES & REGULATIONS ALL PARKS

The parks are for the use of Town of Bethlehem residents and guests who may accompany them. To help ensure your safety and pleasure, please observe the following rules and regulations:

Alcoholic beverages and narcotics are prohibited throughout the park. (Beer and wine are allowed in designated areas by permit only).

Animals and pets are not permitted in the park unless authorized by the Administrator of Parks and Recreation.

Hunting is prohibited. Wildlife and vegetation shall not be disturbed or removed.

Abusive and foul language is prohibited.

Off road motorized vehicles are prohibited. All vehicles must remain on the roads or in parking areas. Bicycles must be parked in bicycle racks.

Soliciting or posting of signs is not permitted unless authorized by the Administrator of Parks and Recreation.

Camping and open fires are prohibited. Charcoal grills are permitted in picnic areas only.

Trash and all other litter must be placed in the containers provided. It shall be limited to materials accumulated during use of the area. Glass bottles and containers are prohibited.

Playing music loudly is prohibited, unless authorized by the Administrator of Parks and Recreation.

Dangerous devices such as air guns, slingshots, explosives, guns and archery equipment are prohibited.

Children under the age of 9 must be accompanied by an adult at all times.

In the event of hazardous conditions, any facility may be closed to public use at the discretion of a member of the Parks and Recreation Administrative staff.

Special events or group usage requires prior approval from the Department of Parks and Recreation. Special setups by the group also require prior approval.

All fundraising activities must first be approved by the Administrator of Parks and Recreation-Flea markets and rummage sales are prohibited. Commercial usage, including the sale of items or service and posting of signs is prohibited unless there is a contractual arrangement made with the Town of Bethlehem, or the business is assisting the Parks and Recreation Department or a non-profit organization with a program or an event.

All usage of facilities must be recreational in nature.

Hours of operation: Parks close at dusk except for certain court areas.

Violation of the above rules may result in revocation of any permit granted to the user.

All other cases involving use of park facilities not stipulated in the aforementioned rules will be decided upon at the discretion of the Administrator of Parks and Recreation. The Administrator of Parks and Recreation Department may allow exception to one or more of the rules in the case of special events or circumstances.