

**Instructions for completing the Warming Area Request  
Form**

This facility can be reserved by a resident of the Town of Bethlehem or 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) **OR**

You may check availability using our online system ([www.townofbethlehem.org/parksonline](http://www.townofbethlehem.org/parksonline)).

The fee for use of this facility is \$50.

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 confirmation/receipt will be emailed or mailed.



**TOWN OF BETHLEHEM**  
*Albany County – New York*  
**PARKS & RECREATION DEPARTMENT**  
 ELM AVENUE PARK  
 261 ELM AVENUE, DELMAR, NY 12054  
 439-4955 Option 3  
 FAX 439-2144  
*Nan Lanahan-Administrator*



**ELM AVENUE PARK  
 WARMING AREA PERMIT**

*Please Print Neatly!*

**Today's Date:** \_\_\_\_\_

**Date Pavilion Requested:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Size of Group:** \_\_\_\_\_  
*(Include set-up & clean-up time)*

**Any Special Requirements or Requests:** \_\_\_\_\_  
*(Certain requests may be subject to an additional fee)*

**Purpose of Facility Use: (Be Specific) :** \_\_\_\_\_

**Name of Organization/Individual:** \_\_\_\_\_

**Organization/Individual Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Organization Phone #:** \_\_\_\_\_

**Name of Person Responsible:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone (H):** \_\_\_\_\_ **(W):** \_\_\_\_\_ **(Cell/Pager):** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

- The reservation contact listed above is legally responsible for any and all actions of the Warming Area users while they are at Elm Avenue Park. This person will be held financially responsible for any and all damages to park property caused by a member of his/her group. This person is responsible for his/her group's adherence to all permit guidelines.
- The reservation contact hereby acknowledges that he/she has read, understands and agrees to comply with the guidelines outlined on the back of this form.
- The reservation contact hereby requests reservation of the Town of Bethlehem Warming Area named above, for the date(s), times and purpose shown. He/she further agrees to hold harmless and completely indemnify the Town of Bethlehem, its officers, agents and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

**INDICATE CREDIT CARD TYPE:**  MASTER CARD  VISA  DISCOVER  
 Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV#: \_\_\_\_\_ (3 digit # on back of card)  
 Signature of card holder: \_\_\_\_\_

***This permit must accompany person responsible to the event*** Over →

## **ELM AVENUE PARK WARMING AREA**

*Reservation Policy: The Warming Area is an unlocked public area. Therefore, exclusive use of the area is not guaranteed. Reservations on a limited basis will be accepted from April 1 to October 31.*

### **WARMING AREA HOURS:**

Daily: 10:00am-Dusk

**LOCATION:** Adjacent to pool entrance area.

**SEATING CAPACITY:** There are approximately 15 picnic tables in the warming area including 1 handicapped table.

**RESTROOMS:** Restrooms are located in the warming area.

**WARMING AREA USE:** The warming area must be reserved by residents of the Town of Bethlehem or Town of Bethlehem based organizations. It is to be used for recreational purposes only. The permit must accompany the person(s) responsible to the picnic.

**PARKING:** All vehicles must park in the parking lots near the pool complex or tennis courts.

**UTILITIES:** Electricity is available in the warming area. Water may be obtained in the rest rooms, at the drinking fountain, at the basketball courts, or in front of the pool complex near the flag pole. Heat is available by special request.

**ACCESSIBILITY:** The warming area is wheelchair accessible with designated parking and paved sidewalk.

**BEVERAGES:** All beverages must be served in non-glass containers. Glass bottles are not permitted. Alcoholic beverages are not permitted.

**CLEANUP & DAMAGES:** Cleanup and damages are the responsibility of the group holding the permit. The Parks and Recreation Department will remove all trash placed in trash receptacles. Please do not leave trash bags outside of the receptacles.

**RESTRICTIONS:** Firearms, fireworks, unlicensed motorized vehicles and soliciting are prohibited.

**PETS:** Pets are prohibited.

**DECORATIONS:** Do not use tacks, nails or staples on the tables or wall. Use only tape on the walls. No tape on the windows. Decorations must be removed.

**CANCELLATIONS:** If you decide to cancel, this office must be notified at least 2 weeks prior to your picnic in order to receive a refund. There is a processing fee of 10% from the amount you paid.

Any violation of the above guidelines may result in immediate revocation of the permit and may jeopardize future usage. Any questions or cases not covered in the above guidelines will be decided by the Administrator of the Parks and Recreation Department.