



**TOWN OF BETHLEHEM**  
*Albany County - New York*  
**PARKS & RECREATION DEPARTMENT**



ELM AVENUE PARK  
 261 ELM AVENUE  
 DELMAR, NEW YORK 12054  
 (518) 439-4955 Ext. 2131  
 Fax: (518) 439-2144  
 Email: jgallo@bethlehemny.gov

**FIELD PERMIT REQUEST**

LOCATION OF FIELD(S) REQUESTED: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE(S): \_\_\_\_\_

*FIELD(S) REQUESTED:* \_\_\_\_\_ *DAY(S) of the week:* \_\_\_\_\_

LOCATION OF FIELD(S) REQUESTED: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE(S): \_\_\_\_\_

*FIELD(S) REQUESTED:* \_\_\_\_\_ *DAY(S) of the week:* \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS PER DAY: \_\_\_\_\_

PURPOSE OF FIELD USE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

***NAME AND ADDRESS OF PERSON RESPONSIBLE:***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

ANY SPECIAL REQUIREMENTS (EQUIPMENT, MATERIALS, ETC): \_\_\_\_\_

\_\_\_\_\_

**RULES AND OTHER INFORMATION**

- \* All groups must provide a Certificate of Insurance with a minimum liability coverage of one million dollars and the Town of Bethlehem must be named as Additional Insured.
- \* Fields can only be used when dry. The Parks & Recreation Department has final authorization over the playability of fields. Participants must obey all signs posted and any staff directives. Destruction of fields may result in revocation of permit or other penalties.
- \* Alcoholic beverages, smoking and all vehicles are prohibited on fields.
- \* Permit may not be transferred to another team or organization and must accompany you every time you use the field requested.
- \* In all fairness to this department and other groups who may request the use of fields, please notify this department as soon as possible of your cancellation.
- \* The above named person is responsible for the group conduct and the destruction or misuse of the facility.
- \* Violations of this agreement may result in revocation of the usage permit and may also restrict the group from further usage.