



# Town of Clifton Park

## Office of Parks and Recreation

One Town Hall Plaza, Clifton Park, New York 12065 | (518) 371-6667 | Fax: (518) 545-4284

### 2026 FACILITY PERMIT APPLICATION - OUTDOOR

#### GENERAL INFORMATION

Name of Organization (if applicable): \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

#### FACILITY RENTAL REQUESTED

Collins Park Field _____	Veterans Park Softball Field 1 _____	Clifton Common _____
Collins Park Pavilion _____	Veterans Park Softball Field 2 _____	Clifton Common Soccer Field # _____
Locust Lane Pool Tent _____	Veterans Park Pavilion _____	Other: _____

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ # of Participants: \_\_\_\_\_

#### Permit is governed by the following conditions:

1. Permits valid for date(s), restricted to facility, and number of participants as indicated on permit.
2. Area and facility must be left clean. Any damage incurred is the responsibility of the permit holder.
3. Town of Clifton Park park rules (see attached) shall be adhered to. Immediate termination of the event and removal from the premises may occur by an authorized representative of the Town if in violation of these rules and regulations.
4. Obnoxious behavior or excessive noise will not be permitted.
5. Permit holder must retain permit and make available upon request by park or police official.
6. Open containers of alcoholic beverages are prohibited in all parks, unless a permit has been issued which allows for the consumption of alcoholic beverages on the premises for which the permit has been issued. Such permits are authorized solely by the Town Board via resolution. A separate "Special Alcohol Use Permit Request" form must be submitted with this form.
7. Permits are available through Clifton Park Office of Parks and Recreation and must be posted at the facility rental site.
8. Permit holder may be required to obtain and show proof of insurance, naming Town of Clifton Park as an "Additional Insured".

I have read the Town of Clifton Park rules and the above special conditions and agree to abide by them. I understand there is a **no refund policy** on this rental. The town will work with me on rescheduling, when possible, if needed.

**Indemnity:** \_\_\_\_\_ (NAME) agrees to indemnify and hold the Town, it's officers, employees, representatives and/or agents harmless with respect to any and all claims, causes of action, suits, proceedings, damages, liabilities, losses, costs and expenses, including third party claims or actions and attorneys' fees, in connection with loss of life, personal injury and/or any loss of life, personal injury and/or property damage which may arise from and as a result of the negligent acts or omissions of \_\_\_\_\_ (NAME) or others associated in some way therewith, during or arising out of the use of any park facility located in the Town of Clifton Park, County of Saratoga, State of New York on \_\_\_\_\_ (DATE).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Parks and Recreation Office: \_\_\_\_\_

**RENTAL FEE SCHEDULE**

**Fields and Pavilions:**

- |   |                            |                               |
|---|----------------------------|-------------------------------|
| 1. Town Residents/Not-for Profit/Day Care/K-12 schools  | Mon-Thurs \$12.00 per hour | Fri-Sun \$15.00 per hour      |
| Business Organizations & Colleges   | Mon-Thurs \$17.00 per hour | Fri-Sun \$20.00 per hour      |
| 2. Additional Fees  |                            |                               |
| Lighted field   |                            | \$25.00 per game              |
| Security, miscellaneous (minimum of 3 hours)  |                            | \$25.00 per hour, per service |
| 3. Field Closure - The Town of Clifton Park reserves the right to close any field due to poor field conditions. Groups, organizations, or individuals failing to honor any field closure are subject to a revoking of their field permit and removal from the premises. <i>It is the responsibility of the field user(s) to know the status of any given field. For field closure information, call our office at 518-371-6667.</i> |                            |                               |

**Locust Lane Pool Tent:**

Locust Lane Pool Tent (noon - 3:30 p.m. or 4:00 p.m. - 7:30 p.m.)  
 Mon-Thurs: \$60.00 per time frame    Fri-Sun: \$70.00 per time frame  
 Additional charge for non-member guests    \$5.00 per non-member *(Must be paid day of party AT pool)*

**FACILITY DESCRIPTIONS**

**Collins Park:** Located on Moe Road and Route 146. Softball field, pavilion, picnic area and playground. Field and Pavilion are rented individually. There are 6 tables and 4 grills at the pavilion.

**Veterans Memorial Park at Elks Trail:** Located on MacElroy Road. This facility provides 2 softball fields and a pavilion with tables and grills. Beautiful wetlands located behind the ballpark. Fields and Pavilion are rented individually.

**Locust Lane Pool Tent:** Located in the Clifton Knolls development on Locust Lane. The pool tent area is available for rent for social gatherings. There are 6 tables located under the tent for use with rental.

**TOWN OF CLIFTON PARK – PARK RULES**

- Parks and Facilities are available for rental from dawn to dusk Initial: \_\_\_\_\_
- No person may drink, consume, or possess alcoholic beverages in any town park or in any park within a park district or in any other lands or property owned by the town. If any person in your group is caught with an alcohol beverage, they will be fined, and your permit will be revoked. Initial: \_\_\_\_\_
- Trail bikes and ATVs are prohibited Initial: \_\_\_\_\_
- Bikes are to be ridden only on bike paths, absolutely no riding on basketball or tennis courts. Initial: \_\_\_\_\_
- Leash law is in effect. Initial: \_\_\_\_\_
- Bands and stereo equipment (except radios) are prohibited in park areas Initial: \_\_\_\_\_
- Use of golf clubs in parks is prohibited, with the exception of Barney Road Golf Course. Initial: \_\_\_\_\_
- Please pick up after yourself. Carry-in, carry-out policy. The Town of Clifton Park requires that you take out what you bring in. Initial: \_\_\_\_\_

Thank you for your cooperation and enjoy your day!

<b>FOR OFFICE USE ONLY</b>			
Field Rental	_____	_____	Date Paid: _____
Pavilion Rental	_____	_____	Amount Paid: _____
Field Lights	_____	_____	Payment Type: _____
Security	_____	_____	Permit Given: _____
Other	_____	_____	Outlook Calendar: _____
			Staff Initials: _____