



SPORTS PERMIT APPLICATION

- Attach copies of your leagues guidelines and by-laws.
- Answer all sections of this application completely; incomplete applications will be returned.
- Return completed applications to the permit office in the borough you would like to play.
- Enclose a self-addressed, stamped envelope in which we can return your permit(s) to you.
- Within 15 days of receipt of permit, a full schedule of games must be submitted to the appropriate borough office.
- No permits will be granted unless the back of this application is signed.

Section I Applicant	1a. Name of Applicant: _____ 1b. Organization (if any): _____ 2. Mailing Address: _____ 3. Phone: Day time: (____) _____ - _____ Night time: (____) _____ - _____ 4. E-mail Address: _____
Section II Permit Information	1. Is Application for (check one): Game___ League___ Tournament___ School___ 2. If for School (check): Elem___ JHS___ HS___ College___ Public___ Private___ 3. Sport: Softball___ Baseball___ Football___ Soccer___ Frisbee___ Cricket___ Other: _____ 4. Courts(s)/Field(s) desired: (If requesting permits for multiple courts or fields, please fill out separate applications) First Choice: _____; Day of the week: Su M Tu W Th F Sa Start date: ___/___/___ End date: ___/___/___; Start time: _____ End time _____ Second Choice: _____; Day of the week: Su M Tu W Th F Sa Start date: ___/___/___ End date: ___/___/___; Start time: _____ End time _____
Section III League/Team	1. Name of League/Team: _____ 2. Gender of players (check one): Male___ Female___ Co-ed___ 3. Age (check one): Are any players over 18? Yes___ No___ 4. How long has the league received permits? ___ years. List previous year's permit # _____ 5. What type of league (check one): Association___ Corporation___ Independent___ Municipal___ Other (describe) _____
Section IV Contact Information	Alternate Contact: _____ Home Address: _____ Phone: Day time: (____) _____ - _____ Night time: (____) _____ - _____
Section V Background Information	1. Does the team pay membership to league? Yes ___(amount \$_____) No___ 2. Number of players per team:___ Number of teams ___ 3. Number of referees per game:___ Are the referees compensated? Yes___ No___ By whom? _____ 4. Does the league provide any other services? Yes___ No___ If yes, please list: _____ 5. Number of spectators anticipated? _____ 6. Will the spectators be charged? Yes___ No___ If yes, how much? _____ 7. Will there be sponsorship signage at the event? Yes___ No___ 8. Will there be vendors at the event? Yes___ No___ 9. Will the event be advertised? Yes___ No___ 10. Will you be utilizing amplified sound at the event? Yes___ No___ If yes, you must obtain a Special Event Permit from Parks and a Sound Permit from NYPD 11. Does your organization have personal liability insurance? Yes___ No___ If yes, at what rate? _____ 12. Have you made any provisions for on-site security? Yes___ No___ If so, what type? _____ 13. Have you made any provisions for on-site medical service? Yes___ No___ If so, what type? _____

City of New York Parks & Recreation

Guidelines for Use of Field and Court Space

APPLICATIONS

- (1) Those who wish to reserve a court, rink or ballfield (sports facility) under the jurisdiction or management of the Department for the sports of basketball, baseball, softball, cricket, roller hockey, volleyball football, lacrosse, rugby, ultimate frisbee, and soccer must obtain a written permit from the Department. If an individual is applying for a permit on behalf of a group or athletic league, he or she must so designate on the permit. Only one individual may apply for a permit per group or athletic league.
- (2) Those who wish to reserve a court, rink or ballfield (sports facility) under the jurisdiction or management of the Department for any other purposes may require a Special Events Permit. For more information, please contact the Special Events office in the Borough in which you wish to hold the event.
- (3) The completed application must be received by the Department no later than JANUARY 15 of each year for spring and summer reservations, and no later than JULY 1 for fall reservations. Later applications will be filled on a space available basis.
- (4) The completed application must include a list of all sports facilities requested.
- (5) The Department reserves the right to require a clean up bond and/or personal liability insurance for the event/game, naming the City of New York as co-insured. The factors to be considered in requiring a bond and/or insurance are:
 - (i) estimated number of spectators to attend sessions,
 - (ii) involvement of vendors (where permitted by the Department),
 - (iii) past history of league/event.
- (6) Admission tickets, refreshments or any other articles may not be sold or offered for sale within or adjacent to any park area without the prior written authorization of the Department.

PERMITS

- (1) The permittee must confine sports activities to the locations and times specified on the permit.
- (2) The permittee shall remain subject to the Rules of the Department, the specific terms of the permit, and to all rules, regulations and laws of all City, State and Federal departments insofar as applicable.
- (3) The permittee must clean and restore the premises after each session.
- (4) Pamphlets, handbills, or advertising material of any kind may not be posted, placed or distributed at the courts or ballfields, unless written permission is granted by the Department.
- (5) The permittee must have in his/her possession at the time and site of the reserved session the permit for the use of the sports facility and any other permits or documents required by the Department or any other City agency for proposed activities at the session.
- (6) The permittee is liable for all damage or injury to property or persons that may occur or be caused by the use of the permit, and by accepting the permit the permittee agrees to save the City of New York and the Department harmless from any claim whatsoever which may result from such use.
- (7) Any transfer of permits requires the approval of the athletic permit coordinator of the borough in which the sports facilities are located. Such transfer, if approved, must take place in the office of the athletic permit coordinator of the relevant borough with both transferor and transferee present. The permit is not otherwise transferable.
- (8) The permit is revocable at any time at the discretion of the Commissioner, or his or her representative. The reasons for revocation include, but are not limited to,
 - (i) providing incorrect information on an application form,
 - (ii) failure to adhere to the rules of the Department or the conditions of the permit,
 - (iii) the use of a permit issued to a youth organization by adults. If a reserved session is cancelled by the Department for administrative reasons, the session may be rescheduled where feasible. The permittee has the right to appeal the revocation of a permit to the Counsel for the Parks Department within 10 days immediately following the mailing of notice of revocation by the Department. Such appeal must be in writing. The decision of the Counsel shall be final.
- (9) The maximum number of reserved sessions that any adult single permit-holder or league may control is limited to sixteen sessions per week, per park. The maximum length of any permit is six months. Because of high demand for permits, if the permittee does not reasonably need all of the session time requested, the Department may approve the permit in part, granting to the permittee some fraction of the field or court time applied for.
- (11) The Department may inspect the site to determine if the permittee is utilizing all of the reserved time requested. In the event that the Department determines that the permittee is not using all of the time requested, the Department may reduce the number of permitted sessions.
- (12) Due to space limitations, the Department will not allow the reservation of sports facility space for practice sessions.
- (13) Use of amplified sound is not permitted under a sports permit. To use amplified sound, applicants must obtain a Parks Special Events Permit, as well as a sound permit from the local police precinct.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the Rules & Regulations of the City of New York/Parks & Recreation. I understand that failure to do so may lead to the cancellation of the permit, the denial of future permit applications, or other legal action by Parks.

Agreed, _____ Date ____/____/____