

Town of Malta  
Department of Parks, Recreation & Human Services  
The David R. Meager Malta Community Center



Phone: (518) 899-4411  
Fax: (518) 899-4448  
One Bayberry Drive, Malta, NY 12020

## Field Use Permit Application

This form is used to reserve fields at Shenantaha Creek Park (SCP), Shenantaha Disc Golf, or Malta Community Park (MCP). Fill out the form completely and review the rules and regulations. Please present all of the required fees and documents at the time of reservation or your application will not be accepted.

### Field reservation requirements:

1. This completed application;
2. Check with appropriate reservation fees
3. Deposit check \$250 made out to the Town of Malta
4. Certificate of Insurance naming the **Town of Malta**, additional insured.

Circle the facility you are requesting to reserve. Reservation fees are for a one-hour block of time.

Shenantaha Creek Park: Field/\$45	Shenentaha Disc Golf: \$45	Malta Community Park Field: Field/\$45
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Organization Name \_\_\_\_\_ Individual Responsible \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening/Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_ Date(s) and Time (s) Requested \_\_\_\_\_  
Number of people in attendance: \_\_\_\_\_

I have read and understand the **Rules, Regulations and Fees** promulgated under §117 of the Town of Malta for the use of the town parks, a copy of which is attached hereto and agree to comply with the rules and policies therein. I understand that the rental fee is for the **use of the field(s) at the times listed above only**, does not include any sports equipment, and does not include other park facilities. I acknowledge that the Town parks are public facilities and open to the public during the time of my event and applicant and attendees must cooperate with others using other town facilities. As the Permit holder, I hereby pledge to conform to all of the Rules, Regulations and Fees established by the Town of Malta and the Malta Athletic Association governing the use of the Town facilities and accept full responsibility for any damage caused by those attending my gathering. I understand that the permission granted may be revoked by the Town of Malta. The applicant may not alter, amend, or improve the fields in any way.

### ASSUMPTION OF RISK:

The Town of Malta will not be liable for any claims for injury or damages resulting from or arising out of the use of the Town's parks or facilities. The Permit holder agrees to indemnify the Town and the MAA and hold them harmless against any and all such claims, damages, losses and expenses, including reasonable attorney's fees, as a result of the Permit holder's gathering. This provision is intended by the parties to be broadly interpreted so as to accomplish the goal of relieving the Town and the MAA from any cost or liability associated with the Permit holder's gathering.

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

Please make checks payable to the Town of Malta. NOTE: Allow up to one week for processing and approval.  
Permission to shred deposit check \_\_\_\_\_ OR Mail back deposit check \_\_\_\_\_

OFFICE USE ONLY: Date Received \_\_\_\_\_ Fee \$ \_\_\_\_\_ Certificate of Insurance \_\_\_\_\_ Authorized by: \_\_\_\_\_

**\*\*A copy of this approved permit must be available during the approved date(s) and time(s) in case proof of reservation is needed.**

## **Rules, Regulations and Fees Promulgated Under §117 of the Town of Malta**

To enhance and promote the safety, well-being and enjoyment of the **Malta Town Parks, Open Spaces and Trails**, the following rules, regulations and fees are promulgated under **§117-1 of the Town Code of the Town of Malta Parks**, which include its linear parks, are hereby adopted:

1. Groups, organizations and individuals using the parks or facilities will comply with the laws of the United States, State of New York, County of Saratoga and the Town of Malta.
2. The Town parks and trails are open in the summer from 7:30 am to sunset.
3. The Luther Forest Athletic Fields are available at 7:00 am for tournament play.
4. The Town parks are available for use in the winter from 7:30 am to 4:30 pm for snowshoeing and cross-country skiing.
5. Town parks and trails are not open for equine, snowmobile or ATV use.
6. Trespassing after hours is prohibited and violators will be prosecuted.
7. The Zim Smith Trail and use is governed by the Saratoga County Economic Development Committee.
8. Children shall be adequately supervised at all times. Persons having custody or control of a minor shall be responsible for any violation of a Rule or Regulation of said minor.
9. Alcoholic beverages including beer, wine, wine coolers, liquor or other intoxicating beverages, are not permitted in the Town parks or on the trails at any time.
10. Grills are provided at the Malta Community Park and Shenantaha Creek Park for public use. Additional grills are not allowed in the parks.
11. Pets are not allowed in the Town's active recreation areas such as the Malta Community Park and the Shenantaha Creek Park or on playing fields.
12. Leashed pets are permitted on all Town trails and Town owned passive/open space areas.
13. Dogs are allowed to be off leash in the designated open space field area located at the Town of Malta Ecological Park.
14. Leashed dogs are allowed at Town sponsored events such as Malta Community Day.
15. All animal waste must be removed by the owner from the grounds.
16. Owners are subject to Chapter 52 of the Town Law Dogs and Other Animals Running at Large (§ 52-1 — § 52-10)
17. No littering is allowed in Town parks or on the trails. Littering is a basis for expulsion from the park and trails and denial of future access to Town facilities.
18. No loud or excessive noises may take place which may reasonably disturb other users of the facility or its neighbors.
19. No person shall solicit contributions, nor offer to sell or exchange any article or thing, or buy any article or thing, for any purpose whatsoever, within any of the Town facilities, except by permission of the Town of Malta.
20. No unauthorized motorized vehicles are allowed in the parks or on the trails, except in areas provided for ingress and egress, and areas provided for parking of vehicles.
21. No skateboards or roller blades are allowed on the tennis courts or areas provided for parking without written permission from the Town of Malta.
22. No hunting, firearms, weapons, bows and arrows, guns (including paint ball guns, BB guns, air rifles, pellet guns and muzzle-loaded weapons), etc. are allowed on any Town property.
23. No golfing, including the driving of golf balls, is permitted.
24. The Town Board of the Town of Malta may set procedures, rules and fees for the use of Town parks by resolution, and may from time to time amend the same by resolution.
25. Town park pavilions may be reserved as follows:
  - Groups of 15 or more are required to reserve a pavilion. A Pavilion Use Permit is required to reserve Town park pavilions.

- Authorized personnel of the Town of Malta, the New York State Police or the Saratoga County Sheriff may revoke a Permit if it is determined by such an authority that the application contained any misrepresentation or false statement, or that any of the rules or regulations governing this Permit are not being complied with, or that the safety of the patrons or visitors to the facility is endangered by the Permit holder's gathering. If this happens, the rental and deposit fees will not be refunded.
- The Permit holder agrees to assume all liability for any damage done to any Town of Malta property as a result of the Permit holder's gathering. **For businesses, a certificate of insurance must be provided in the minimum amount of \$1,000,000 liability naming the Town of Malta additional insured.** This requirement cannot be waived for a business. The requirement of naming the Town of Malta additional insured may be waived when the applicant is an individual and not a business, but that individual must supply the Town with a copy of his homeowner's or renter's policy in a form acceptable by the Department of Parks & Recreation. The policy must carry a minimum amount of \$300,000 in liability coverage.
- The name of the insured and the payee must be the same as the individual or group that is on the Field and Facility Use Permit.
- If an event is catered, the caterer must supply the Town with a certificate of insurance in the minimum amount of \$1,000,000 liability, naming the Town of Malta additional insured.
- Pavilion rentals are seasonal and are available from 10:00 am – 2:00 pm or from 3:00 pm – 7:00 pm daily.
- The fees are non-refundable, rain or shine.
- Fees are for the use of one pavilion and does not give the applicant exclusive use of the park or the other park facilities. These public facilities are open to the general public during normal operating hours.
- A \$250 deposit is required, which will be refunded if the facilities and grounds are left in good condition and all of the terms and conditions are complied with.
- Applications for permits may take up to 48 hours to process.
- The applicant is required to carry out all trash resulting from the event or the security deposit will not be refunded.
- All rentals must be completed by 7:30 pm and all attendees of the Permit holder's gathering must leave the facility and the park by sunset.
- The permit holder is required to sign an assumption of risk for reserving any Town facility.
- The permit holder must carry a copy of this permit during the event in case proof of the reservation is needed.

26. Any event conducted in a Town of Malta park that has over 200 people, requires Town staff and/or uses outside vendors such as bounce houses, tents, dunk tanks, stages, bleachers, etc., requires an approved Outdoor Special Event Park Permit. Permit applications are available at the Department of Parks Recreation & Human Services Department.

Neither the loss of the security deposit or the collection of damages, or both, will prohibit the prosecution by the Town of any person for a violation of a rule or regulation, State or local law, ordinance, rule or regulation.

A violation of these Rules or Regulations is an offense under §117-3 of Chapter 117 of the Laws of the Town of Malta, subjecting the offender to conviction of a violation and, upon conviction thereof, to a fine of no more than \$250 or imprisonment for not more than 15 days, or both.