



Pavilion Use Permit Application

Complete all requirements to reserve a pavilion:

1. Completed application
2. Deposit check of \$250 (made out to 'Town of Malta')
3. Proof of insurance or Certificate of Insurance (see rule #25)
4. Event being catered? Yes No (Provide Certificate of Insurance from caterer)
5. Rental Fee

General Information:

- Pavilion A is for rent and is the pavilion closest to the playground. Approximately 12-14 picnic tables under pavilion.
- Pavilion B is not for rent and must remain open for public drop-in use
- Alcoholic beverages, bounce houses and other inflatables are not allowed in Town parks
- Electrical outlets are located in the pavilion
- One charcoal grill provided (no outside grills allowed)
- Town parks are carry-in/carry-out facilities. Permitted person is responsible for bringing trash bags.
- Park bathrooms open 7:00am – 8:00pm
- All fees are non-refundable

Fee Structure:

15-100 people	Malta Residents: \$50	Non-Residents: \$100
101-150 people	Malta Residents: \$75	Non-Residents: \$125
151-200 people	Malta Residents: \$100	Non-Residents: \$150
200+ people	Must apply for a special event permit	

Select Park:

- Malta Community Park
285 Plains Rd
- Shenantaha Creek Park
376 Eastline Rd

Select Time:

- 10:00am-2:00pm 3:00-7:00pm

Rental Date: _____ Organization Name _____

Permit Holder/Person Responsible _____ D.O.B. ____/____/____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

For Office Use: Certif of Insurance _____ Reservation Fee _____ Deposit _____ Deposit Refunded/Shredded _____

Authorized by _____ Date _____

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 attached hereto and agree to comply with the rules and policies therein. I understand that the rental fee is for the use of one pavilion and is non-refundable. I acknowledge that the Town parks are public facilities and open to the public during the time of my event. I also understand and agree that the \$250 deposit will be refunded only if all of the terms and conditions of the Town Rules, Regulations and Fees and the Field and Facility Use Permit are met satisfactorily and the facilities are left in good condition. As the Permit holder, I hereby pledge to conform to all of the Rules, Regulations and Fees established by the Town of Malta governing the use of all Town facilities and accept full responsibility for any damage caused by those attending my gathering.

As the Permit holder, I hereby guarantee performance with all applicable laws, guidelines, protocol and preventative measures related to COVID-19, including but not limited to the guidelines issued by the Center for Disease Control and the orders issued by New York State.

Assumption of risk: The Town of Malta will not be liable for any claims for injury, illness or exposure to the Novel COVID-19 virus 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 hold it 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 from any cost or liability associated with the Permit holder's gathering.

Permission to shred deposit check after rental: Yes No, I would like it mailed back to me

Signed _____ **Date** _____

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, nor 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 personal liability coverage, \$300,000 in general liability coverage or \$300,000 in family 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. Use of Town facilities to host business meetings and training programs that benefit Town employees and to allow other governmental agencies the use of the Town facilities in the spirit of inter-municipal cooperation is allowed with the following conditions:
- all facility use is based on the complying with the Rules, Regulations and Fees promulgated under §40-4 of the Town of Malta;
 - fees are waived, however, the Town Departments Heads shall inquire as to whether the fees related to the sessions or courses can be waived for Town employees;
 - Town meetings, functions and programming take precedence over requests;
 - requests may be submitted 60 days prior to the requested date;
 - requests are scheduled based on the availability of facilities;
 - all entities making a request must fill out a Pavillion Use Permit Application and submit it to the Department of Parks, Recreation & Human Services for scheduling and approval;
 - deposit fees and insurance certificates will be reviewed on an individual basis and may be waived by the Director of Parks, Recreation & Human Services
27. An Outdoor Special Event Park Permit in a form provided by the Town Parks Department is required for any event (whether for recreational, cultural, entertainment or community purpose) to be held in a Town Park (1) involving more than 200 persons, (2) requiring the participation or involvement of Town staff, or (3) involving outside vendors such as caterers or tent rentals. Bounce houses and other inflatables are not allowed. Fees and deposits shall be required.

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.