



Battery Park City Authority

Applications are accepted from
November 30, 2016 through December 21, 2016

(Spring Season: March 1, 2017 – June 30, 2017 – Requests beyond this period will not be considered)

Please be advised, while we welcome all applications for use of the BPC Ball Fields, priority consideration for field time will be given to non-profit youth programs that serve the downtown community

2016 Battery Park City Ball Fields Application

APPLICANT/ORGANIZATION INFORMATION

Name of company/organization		Type of Organization <input type="checkbox"/> School <input type="checkbox"/> Non-Profit / Government <input type="checkbox"/> For-Profit or entity not mentioned above
Name of Applicant		
Phone/Cell:		
E-mail		
Registered company address City, State ZIP Code		

PERMIT & PARTICIPANT INFORMATION

Number of fields being requested: <input type="checkbox"/> One Field <input type="checkbox"/> Two Fields	Does the organization provide any other services for participants?	Sport/Activities: <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Soccer <input type="checkbox"/> Kickball <input type="checkbox"/> Football <input type="checkbox"/> Field Day <input type="checkbox"/> Frisbee <input type="checkbox"/> Other: <input type="checkbox"/> Lacrosse <input type="checkbox"/> Field Hockey
Do participants in your organization pay a fee to participate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total number of participants:	
Age of Participants: <input type="checkbox"/> 10 & under <input type="checkbox"/> 11-14 <input type="checkbox"/> 15-17 <input type="checkbox"/> 18 & Over		

DATE(S)/TIMES BEING REQUESTED

(Please provide a complete list of dates in sequential order with start and end times. Attach additional pages if necessary)

Total Number of Dates Being Requested: _____
Total Number of Hours Being Requested: _____

REQUIREMENTS

- Only completed applications will be considered. Please submit to: Ballfields@bpca.ny.gov
- All payments must be received 30 days from the date of the invoice.
- Permits are issued only if field is available and all paper work is complete.
- Non-Profit organizations must submit a 501c3 form.**
- A certificate of liability is required for every permit issued.**
- Please note that submitting an application does not guarantee a permit. Requests will be reviewed and applicants will be contacted by BPCA to confirm what dates and times, if any will be permitted. No fee is required to submit this application but a separate permit fee may apply. If a permit is granted, you and all participants must follow BPCA/BPCPC parks rules and regulations.

SIGNATURE

Signature		Date	
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Ball field Information

Overview:

Permits are required for certain activities in Battery Park City parks and need to be obtained in advance. These activities include, but are not limited to: group use of parks; organized gatherings or athletic events; wedding ceremonies and wedding photography; commercial film, television, or still photography and videos. Permits are recommended to ensure the safe and proper use of the parks. Public safety, park preservation and public access considerations have priority in issuing permits. All events require Certificates of Liability Insurance. Liability insurance must be in an amount of not less than \$1,000,000 per event and name BPCA as the "certificate holder" and BPCA, Battery Park City Parks Conservancy ("BPCPC"), and the City and the State of New York as "additional insured" parties. No cash is accepted. Applicants must submit payment by checks, credit cards or money orders prior to the issuance of a permit. BPCA and BPCPC reserve the right to schedule special events and maintenance that may require rescheduling of permitted activities, and to require anyone engaging in disorderly behavior or violating the following rules to leave the premises. All rules and regulations are designed for public safety, and to maintain and protect the artificial turf fields for everyone's enjoyment. In the event of inclement weather or poor field conditions, fields will be closed when determined necessary by BPCA and BPCPC.

Ball Field Hours (Summer Season)

- Monday through Friday: 9:00am to 9:00pm
- Saturday and Sunday: 8:00am to 9:00pm
- Note: Hours are subject to weather conditions and other scheduled events

Application Process

Application submittal: Applications are accepted during the specific registration period for each specific season. Any application received prior to the start of the registration period will not be considered. To download an application please visit www.bpca.ny.gov or www.bpcparks.org. Applicants may also request or submit an application via email at ballfields@bpca.ny.gov. If there's availability after the registration period, applications may be accepted at the discretion of BPCA on a case by case basis.

Application review: Applications are reviewed in the order received by the Ball Field Coordinator ("Coordinator") for completeness. Incomplete applications will be returned to applicants and follow up will be conducted to obtain additional information as needed.

Permit Issuance: A permit will be issued if the requested field is available and upon receipt of the required fees and necessary documentation. Payment is required no later than 7 days prior to the start of the event. Exceptions may be granted at the discretion of BPCA. Permits are mailed or may be picked up in person. If the requested field is not available, the Coordinator will notify the applicant by phone and email. The Coordinator will offer other dates if available at the time.

Changing or canceling a permit: All requests for changes must be submitted in writing. For cancellations, emails are acceptable if time sensitive. The Coordinator will review and update the ball field's calendar to reflect any changes or modifications as needed. If time allows, a revised permit may be issued via mail or be picked up in person.

Permit Fees (fees are based on 2 hour sessions):

Applicant Type	Youth Participants	Adult Participants
Schools	Free	\$200
Non-profits*/Government	\$25	\$200
For-profit or other entity not mentioned above	\$200	\$500

- Note: Discounted daily and seasonal rates may be available for groups with multiple permitted events in the same season. Any such seasonal rates quoted for multiple permitted events in one season will account for the type of entity applying, for profit or non-profit and youth or adult.

Types of payment accepted: Visa, Master Card, check or money order are accepted. Payments can be made in person or by mail payable to Battery Park City Authority, Attn: Ball Field Coordinator, 200 Liberty Street, 24th Floor, NY, NY 10281. Payments are not refundable.



BALL FIELD RULES AND REGULATIONS

- Permittees are responsible for cleaning up after their activity and ensuring fields are returned to their prior condition. Failure to properly clean up after a permitted activity will result in a \$50 fine each time.
- Permittees are required to use slow pitch softball wooden bats and softballs only. Slow pitch equipment may be loaned out by the Coordinator, if available. All equipment must be returned to the Coordinator following use of the fields.
- Closed toe shoes are required for all athletic activities.
- Turf Shoes are preferred for athletic activities. Round or oval shaped rubber cleats permitted - no less than ten (10) rubber cleats per shoe.
- Metal cleats, detachable cleats, and blade shaped cleats are prohibited.
- Solicitation or collection of contributions, sale of tickets, refreshments or merchandise, sale or distribution of handbills, posting, display or distribution of signs, and advertising or other material are prohibited at all times.
- Food, candy, gum, or beverages of any kind, except water, is not allowed on the artificial turf.
- No smoking, alcoholic beverages, cooking, barbecuing or golfing are permitted.
- The Ball Fields are a DOG FREE ZONE. No pets, including dogs, or other animals are allowed on the ball fields at any time.
- No bicycles, strollers or scooters are allowed on the artificial turf. Bikes must be stored at the racks on Warren and Murray Streets; they may not be left on the Ball Fields. Bikes may be walked on paved area only.
- No spectators may be on the turf at any time. Spectators must use the Terrace for viewing.
- Permit holders are responsible for all participants and spectators.
- Neither BPCA nor BPCPC is responsible for damaged or stolen personal property.
- Permittee is liable for all damage or injury to property and / or persons that may occur or be caused during a permitted activity.
- Permittee must carry their issued permit at all times.
- The Ball Field lights are on an automated computer system and are set to turn off 5 min after the field's scheduled closing. All permit holders must return any borrowed equipment before the lights have gone out.

Signature		Date	
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For more information, please visit www.bpca.ny.gov and www.bpcparks.org.
Questions may be emailed to ballfields@bpca.ny.gov.