



Applications are accepted through November 21, 2018

Winter Season: December 1, 2018 – February 28, 2019. Requests beyond this period will not be considered

****Please be advised, while we welcome all applications, priority consideration for reserved time will be given to non-profit youth programs that serve the downtown community. Available permit hours are limited due to increased programming & member activity.****

Community Center Permit 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		
Address City, State ZIP Code		

PERMIT & PARTICIPANT INFORMATION

Facility: <input type="checkbox"/> Gymnasium <input type="checkbox"/> Dance Studio <input type="checkbox"/> Pool (# of lanes _____) <input type="checkbox"/> Cafeteria	Does the organization provide any other services for participants? 	Sport/Activities: <input type="checkbox"/> Basketball <input type="checkbox"/> Workout <input type="checkbox"/> Volley Ball <input type="checkbox"/> Rehearsal <input type="checkbox"/> Football <input type="checkbox"/> Other: <input type="checkbox"/> Badminton
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 **CommunityCenter@bpca.ny.gov**
- All payments must be received 15 days from the date of the invoice.
- Permits are issued only if facilities are available and all paper work is complete.
- Non-Profit organizations must submit a 501(c)(3) certificate.**
- 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 to confirm which 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 are subject to BPCA Community Center rules and regulations.
- All permits must submit current rosters of expected participants per session.
- Permit applications are limited to a maximum of two (2) hours per session.
- All equipment requests must submitted with the permit application (e.g., basketballs).



SIGNATURE

Signature	Date
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POLICY

- Battery Park City Authority reserves the right to close facilities or cancel permits without notice.
- All private instruction requires a permit. Any private instruction conducted without a Battery Park City Authority permit is prohibited and can result in expulsion of the Community Center without a refund.
- The Permittee, at their expense and for the term of the permit, shall furnish and show evidence of General Liability Insurance coverage in the amount not less than \$2 million (combined property damage and/or bodily injury including death) single limit per occurrence. Commercial General Liability Insurance, maintained with an insurance carrier authorized to do business in New York, shall name the Battery Park City Parks Authority, the City of New York, and each of the commissioners, officers, agents, employees, successors, and assigns as additional insured's there under.
- 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 hold harmless Battery Park City Authority, the State of New York, the City of New York, their officers, directors, employees, agents, successors, and assigns from any claim from any claim whatsoever which may result from such use.

PRICING

RATES	WINTER PERMIT AVAILABILITY	
<p><u>Pool Rental Rates (per pool lane)</u> Nonprofit organizations (with 501C3): \$50.00 per hour Individual / private: \$100.00 per hour</p>	Monday, Tuesday, Wednesday	8:30pm-9:45pm
	Saturday	6pm-8:45pm
	Sunday	6pm-8:45pm
<p><u>Basketball Court</u> Nonprofit organizations (with 501C3): \$40.00 per hour / hoop Individual / private: \$50.00 per hour /hoop</p> <p><u>Full Court Rates</u> Nonprofit organizations (with 501C3): \$100.00 per hour Individual / private: \$200.00 per hour</p>	Monday	7pm-9:45pm
	Tuesday	8:30pm-9:45pm
	Friday	7pm-9:45pm
	Sunday	6pm-8:45pm (TBD)
<p><u>Dance Studio or Cafeteria</u> Nonprofit organizations (with 501C3): \$25.00 per hour Individual / private: \$100.00 per hour</p>	Monday	8pm-9:45pm
	Tuesday	7pm-9:45pm
	Wednesday	7pm-9:45pm
	Thursday	8:30pm-9:45pm
	Saturday	6pm-8:45pm
	Sunday	1pm-8:45pm