



**Applications are accepted through February 15, 2019**

**Spring Season: March 1, 2019 – June 30, 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    |  | <b>Type of Organization</b><br><input type="checkbox"/> School<br><input type="checkbox"/> Non-Profit / Government<br><input type="checkbox"/> For-Profit or entity not mentioned above |
| Name of Applicant               |  |   |
| Phone/Cell:                     |  |   |
| E-mail                          |  |   |
| Address<br>City, State ZIP Code |  |   |

### PERMIT & PARTICIPANT INFORMATION

|  |  |   |
|--|--|---|
| Facility:<br><input type="checkbox"/> Gymnasium <input type="checkbox"/> Dance Studio<br><input type="checkbox"/> Pool (# of lanes _____) <input type="checkbox"/> Cafeteria | Does the organization provide any other services for participants? | Sport/Activities:<br><input type="checkbox"/> Basketball <input type="checkbox"/> Workout<br><input type="checkbox"/> Volley Ball <input type="checkbox"/> Rehearsal<br><input type="checkbox"/> Football <input type="checkbox"/> Other:<br><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:                                      | _____<br>_____  |
| Age of Participants:<br><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

1. Only complete applications will be considered. Please submit to: **CommunityCenter@bpca.ny.gov**
2. All payments must be received 15 days from the date of invoice.
3. Permits are issued only if facilities are available and all paper work is complete.
4. **Non-Profit organizations must submit a 501c3 certificate.**
5. **A certificate of liability is required for every permit issued.**
6. Please note that submitting an application does not guarantee a permit. Requests will be reviewed and applicants will be contacted 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 Community Center rules and regulations.
7. All permits must submit current rosters of expected participants per session.
8. Permit applications are limited to a maximum of 2 hours per session.
9. All equipment requests must submitted with the permit application (e.g.: basketballs).



## SIGNATURE

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## POLICY

- Battery Park City Authority / Battery Park City Parks reserves the right to use its discretion and 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, 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 Parks Corporation, 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

#### Pool Rental Rates (per pool lane)

Nonprofit organizations (with 501C3): \$50.00 per hour  
 Individual / private: \$100.00 per hour

#### Basketball Court

Nonprofit organizations (with 501C3): \$40.00 per hour / hoop  
 Individual / private: \$50.00 per hour /hoop

#### Full Court Rates

Nonprofit organizations (with 501C3): \$100.00 per hour  
 Individual / private: \$200.00 per hour

#### Dance Studio or Cafeteria

Nonprofit organizations (with 501C3): \$25.00 per hour  
 Individual / private: \$100.00 per hour

### WINTER PERMIT AVAILABILITY

|                            |               |
|----------------------------|---------------|
| Monday, Tuesday, Wednesday | 8:30pm-9:45pm |
| Saturday                   | 6pm-8:45pm    |
| Sunday                     | 6pm-8:45pm    |

|         |               |
|---------|---------------|
| Monday  | 7pm-9:45pm    |
| Tuesday | 8:30pm-9:45pm |
| Friday  | 7pm-9:45pm    |

|           |               |
|-----------|---------------|
| 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    |