

Application For Youth Group Permit

FEES, DATES AND INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE

PARK: _____

Fill out and mail application to:

**NO GUARANTEE OF DATES OVER THE PHONE. AVAILABILITY OF DATE NOT GUARANTEED UNTIL PERMIT IS ISSUED.
BEFORE BOOKING YOUR BUS OR SENDING FLYERS – PLEASE BE AWARE MANY DATES MAY BE BOOKED AND UNAVAILABLE.**

APPLICATION MUST BE RECEIVED NOT LESS THAN 15 DAYS PRIOR TO OUTING DATE

Permits WILL NOT be issued for applications received less than 15 days prior to outing date. Applications MUST BE accompanied by a legal-size, self-addressed, stamped envelope. **SEPARATE** application with check or money order for each date requested **MUST** be submitted or application materials **WILL BE RETURNED. ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**

1. NAME OF ORGANIZATION OR GROUP _____

2. NAME DIRECTOR _____

STREET _____ APT/FL _____

TOWN _____ STATE _____ ZIP _____ PHONE () _____

NAME OF PERSON IN CHARGE OF GROUP _____

3. APPROX. TIME OF ARRIVAL: _____ AM _____ PM APPROX TIME OF DEPARTURE: _____ AM _____ PM

4. ATTENDANCE TOTAL NO. OF (PEOPLE _____) (CARS _____) (BUSES _____) (VANS _____) (VAN SEATING CAPACITY _____)

5. YOUTH ORGANIZATION: NO. OF COUNSELORS (min. age 18): MALE _____ FEMALE _____

NO. OF CHILDREN: MALE _____ FEMALE _____

Groups must be supervised by competent adult supervisors in a minimum ratio of one supervisor per ten children.

6. Please submit a SEPARATE application for EACH DATE requested:

PARK: 1st choice _____

DATE: 1st choice _____

2nd choice _____

2nd choice _____

3rd choice _____

3rd choice _____

Special request info:

7. A **SEPARATE** CHECK OR MONEY ORDER FOR **EACH** YOUTH ORGANIZATION OUTING BUS PERMIT AND/OR RESERVED AREA MUST ACCOMPANY APPLICATIONS. DO NOT SEND CASH. MAKE CHECKS OR MONEY ORDERS PAYABLE TO OPRHP - _____ REGION.

PLEASE INDICATE IF REQUEST IS FOR A RESERVED AREA BELOW – **FEE IS REQUIRED:**

Note: Please call () _____ - _____ for all reserved areas, information and fees.

PAYMENT ENCLOSED – DO NOT MAIL CASH.	
FEES: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	PAYMENT INFORMATION: <input type="checkbox"/> Check or Money Order, (Payable to: OPRHP - _____ Region) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express Acct No. _____ Exp. Date _____ Signature _____

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS:

(SIGNATURE OF APPLICANT)

(DATE)

NOTE: IF YOU DO NOT RECEIVE PERMIT 5 DAYS PRIOR TO OUTING DATE, CALL () _____ - _____ FOR VERIFICATION. TO RECEIVE PERMIT, APPLICANT MUST SEND LEGAL-SIZE, STAMPED, SELF ADDRESSED ENVELOPE WITH APPLICATION.

Youth Group Permit
Information, Conditions and Requirements

For _____ State Park

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Youth Organizations – An organized group of 10 or more unrelated youths 16 and under. Youth Organizations, profit and non-profit, must comply with the following requirements, in addition to the rules and regulations of the Group Use Permit which may be obtained from the permit office.

Youth Group Permits are obtained by mail from _____.

1. Youth organization (EXAMPLE: **DAY CAMPS, DAY CARE CENTERS, RELIGIOUS YOUTH GROUPS, P.A.L.S. AND YOUTH COMMUNITY ASSOCIATIONS, ETC.**) permits may be limited to a maximum of two days per week to any combination of State Parks in the _____ Region. EXCEPTIONS:
2. A SEPARATE application and check or money order must be submitted for each outing date requested. If this requirement is not followed, all applications and materials WILL BE RETURNED.
3. Completed applications must be received at least (15) days prior to the first use date. Permits must be accompanied by the proper permit fees and the following requirements:
 - a. A photocopy of this year's or last year's certificate or license from the applicable state or local agency (Example: Board of Health, Department of Social Services, etc.) authorizing the permittee to operate a youth organization, and that the permittee meets all the legal requirements for such an operation during the terms of the permit.
 - b. Name, address, and telephone number of the owners and operators.
 - c. Copy of certificate of insurance – Public liability for not less than \$1,000,000/\$2,000,000 for bodily injury, death and property damage and, MUST NAME: "The People of the State of New York; the New York Office of Parks, Recreation and Historic Preservation; their commissioners, officers, agents and employees" as additional insured.**ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**
4. Due to space limitations, permits will be issued subject solely at the discretion of the Region.
5. THE PERMIT FEE IS REFUNDABLE FOR INCLEMENT WEATHER ONLY IF ADVANCE NOTICE OF CANCELLATION IN WRITING (NO PHONE CALLS) IS RECEIVED AT LEAST SEVEN (7) DAYS BEFORE OUTING DATE ALONG WITH ORIGINAL PERMIT AND ORIGINAL BUS TICKETS.
 - a. For cancellations received by this office more than 30 days prior to the reserved date, a full (100%) refund shall be issued (less \$_____ processing fee. *Processing fee subject to change.*)
 - b. For cancellations received by this office at least 10 days prior to the reserved date, a half (50%) refund shall be issued (less \$_____ processing fee. *Processing fee subject to change.*)
6. No persons in excess of the number authorized in the permit are to be brought to the park. The number of passengers in the class vehicle used must not exceed the allowable limits as fixed by law, or codes, rules and regulations.
7. The permittee is subject to compliance with all the terms herein described and any violation will result in refusal of admittance or request to leave the park. All members of the group must comply with the directions of the Park Manager/Superintendent or his/her designated representative.
8. Bus Fees are: \$_____ per bus – profit organizations, \$_____ per bus – non-profit organizations (WITH NYS TAX-EXEMPT CERTIFICATES IN ORGANIZATION'S NAME ONLY – Copy MUST be submitted with application). Title 1, Section 104 of the Vehicle and Traffic Law defines "bus" as: Every motor vehicle having a seating capacity of fifteen or more passengers in addition to the driver and used for the transportation of persons. All vehicles registered as a bus must pay the bus fee regardless of the number of passengers on board. ALL YOUTH GROUPS MUST HAVE VALID PERMITS AND BUS TICKETS OR THEY WILL BE DENIED PARK ENTRY. ALL NON-PROFIT ORGANIZATIONS ARRIVING AT THE PARK WITHOUT A PERMIT WILL BE CHARGED THE FULL \$_____ FEE (PROVIDED THAT THE PARK HAS NOT REACHED FULL CAPACITY). No refund will be given for the difference between for profit and not for profit bus tickets.
REFUND POLICY for buses: there will be a service fee of \$_____ on refunds for non-profit and profit buses.
BUS PERMIT REFUNDS WILL BE MADE ONLY IF ADVANCE NOTICE OF CANCELLATION IN WRITING (NO PHONE CALLS) IS RECEIVED AT LEAST SEVEN (7) DAYS BEFORE OUTING DATE.
Permittee has 60 days after event and notification of cancellation to return bus tickets and permit to receive a refund.
9. Discharge and pick-up of members of the group on roadways, toll plazas, park entrances or at any point within the park other than that designated by the Park Manager/Superintendent is strictly prohibited.
10. Permits are issued on the condition that the permittee shall be responsible for any and all damage to park property or facilities which may result from the permittee's use thereof. The said permittee assumes all risks and shall hold harmless and defend the State of New York, the New York State Office of Parks, Recreation and Historic Preservation, its officers and employees, for injury or death arising out of an accident to themselves or others, resulting from activities under this permit or by reason of any authorized activities undertaken in the contravention to the terms under which this permit is issued. Violation of the above rules or other laws and regulations will result in immediate revocation of permit (NO REFUND), possible issuance of summons and whatever other legal remedies necessary.