

ROBERTO CLEMENTE STATE PARK

301 WEST TREMONT AVENUE BRONX, NEW YORK 10453 – PHONE: 718-299-8750 FAX: 718-901-7226

Dear Patrons:

Welcome to our 2019 season. We are anxiously awaiting your completed Park Use Permit request for another fun packed season. When filling out our park use permit application, we thought it would be helpful to highlight a few points of interest.

- Reservations are on a first come first serve basis.
A \$30.00 processing fee for your Park Use Permit is to be submitted in full by **Money Order ONLY** payable to NYSOPRHP / RCSP. Please note that this fee is **NON REFUNDABLE**. No personal checks will be accepted.
- Total Balance must be paid 2 weeks prior to the reservation date.
- No Refunds – No Rain dates – No Credits – All Reservations are final.
- Park Picnic Hours are **8:00AM to 7:00PM**
- **Patrons will only be allowed to book no more than two picnic sections.**
- Upon arrival on the day of the reservation the guarantee must check in at the Main office before going to their area.
- All permitted groups are required to provide New York State Parks with an insurance policy. Additional insurance or bonds may be required of large groups or special activities.

PLEASE BE ADVISED THAT ALL RESERVED PICNIC AREAS MUST BE OCCUPIED BY 11:00AM IN ORDER TO SECURE YOUR SPACE. AFTER 11:00AM ALL RESERVATIONS NOT CLAIMED WILL BE CANCELLED AND OPENED TO THE GENERAL PUBLIC.

Upon receipt of your application and payment, we will mail back your copy with any other pertinent information needed. Please do not make any commitments until we have confirmed your request. Should you have any questions regarding the above, please feel free to contact Jesseca Williams, Jennifer Ferrari, or Soley Ovalle by phone (718)299-8750 or by email Jesseca.Williams@PARKS.ny.gov, Jennifer.Ferrari@PARKS.ny.gov, or Soley.Ovalle@PARKS.ny.gov Tuesday thru Saturday 9:00AM to 5:00PM.

I have read all the information on this page and all attached pages to this permit and agree to the terms for this permit.

Patron Signature: _____ **Date:** _____

Sincerely,

Frances Rodriguez, Park Director

PICNIC RESERVATION INFORMATION

Fees:

All groups must file a permit. **A processing fee of \$30.00 plus the additional picnic area fee, depending on the number of participants will be charged accordingly.**

To reserve a picnic area, make a school check or money order payable to: NYSOPRHP / RCSP. Full payment is required two (2) weeks prior to the picnic date.

Picnic fees are as follows:

(1 – 50 people - \$35.00) (51 – 100 people - \$70.00)

LIMITATIONS

1. Park Hours: 8:00AM to 7:00PM
2. All Bus Groups arriving in the park to stay from April to Columbus Day **MUST HAVE RESERVATIONS**. There is a \$35 Bus entry parking fee.
3. Maximum group size 100 people.
4. You must give an accurate estimate of group size; otherwise you may find yourself in an area too small to accommodate your group; and may be charged for additional spaces.
5. Picnic permits are valid only for the original date booked. If you desire a “RAIN DATE” you must make a separate reservation and pay an additional fee.
6. For the use of the Baseball fields there is a separate permit. For other fields such as the “Softball, or Multipurpose Fields, there are separate fees for organized events and games.
7. Groups of up to 100 **MUST** have a Public Safety Officer present during the outing.
8. All School escorted trips are expected to stop in at the administrative office and check-in for courtesy and security purposes.

CONDITIONS OF PERMIT

1. This permit is granted subject to the rules and regulations of the Office of Parks, Recreation and Historic Preservation (OPRHP), New York City Region and the special conditions enumerated in the permit. The Permit will be shown to any agency official upon request.
2. OPRHP will not be responsible for providing any utility or service in excess of that which is already available and can be provided without any official upon request.
3. It is understood that no alterations are to be made at the picnic site (e.g. cutting Trees, erection of Signs, Banners, Flags, etc.) without the express written authorization of the Park Director. The permit grantee will be responsible for any damages to park property or facilities resulting from the grantee under the permit.
4. A Responsible party / contact person must be present for the entire duration of the permit and will present proper identification and sign in at the Park Office prior to occupying area.
5. Battery operated radios are allowed. No amplified sound. We do not provide electricity. Keep music at a respectable level so that others enjoying their picnic are not disturbed.
6. Each family is allowed only 1 tent. Tents must be anchored to the tables or held down with sandbags. No spikes are allowed to be driven into the ground
7. There is no alcohol, bicycles, water guns, pets or water balloons allowed. No fighting and/or damaging of any Roberto Clemente State Park property. Anyone caught doing so will be ticketed expelled and/or subject to arrest.
8. Vehicles are not permitted to drive or park on the grass, service roads, and / or pathways along roadways.
9. Pets are not allowed on Roberto Clemente State Park grounds unless it is a service animal (i.e. seeing eye dog).
10. All accidents, injuries or other problems must be reported to the park office immediately.
11. The permit grantee agrees to indemnify, defend and save harmless, the State, the Office of Parks, Recreation and Historic Preservation, and all its officers, agents and employees, from all suit arising from the operation of this permit, or as result of the consequences of any act, omission, neglect or misconduct on the part of anyone associated with the Permittee on this project.
12. It is understood that this permit is not transferable and may be revoked at any time at the discretion of and authorized representative of (NYS PARKS).
13. Occupancy requirements:
Reservations are not guaranteed unless a group representative signs in at the park office by 11:00AM. Unclaimed tables/ grills/ areas; are available for use by other patrons after this time.
14. Refunds only by OPRHP Policy: Send a letter to Park Director detailing reason for warranted refund and / or cancellation proper form will be filled.
15. Courtesy Parking is based on availability and is limited to 1 parking per permit if available. If you are authorized to unload at the traffic circle an authorized licensed driver must be left in the vehicle at all times to move vehicle in the event of traffic congestion. No vehicles should be left unattended. If you Park without proper authorization you will be given a summons and/or towed at your expense. Vehicles are not allowed to remain in the unloading area for more then 5-10 minutes.

(Inclement weather is not a valid reason for refund).

Hope you have an enjoyable and safe experience at Roberto Clemente State Park.

For more information. Contact: Jesseca Williams, Jennifer Ferrari or Soley Ovalle at (718)-299-8750

I have read and understand the rules and regulations.

Signature

Date

PARK TERMS AND CONDITIONS

1. The Permit does not become effective until approved by the Park Facility and, if necessary, the Regional Office.
2. The Permit authorizes only those activities specified and only during the hours and times approved.
3. During the planning stages of the event, NYS Office of Parks, Recreation and Historic Preservation may alter or add terms and conditions if and as necessary.
4. If the Permit is granted, the Permittee shall be subject to the Rules and Regulations of the New York State Office of Parks, Recreation and Historic Preservation and to all regulations, ordinances, and laws of all other City, State, and Federal Departments insofar as they may apply to the specific terms of the Permit. The Permittee must have the Permit in their possession on the day and site of the event. The Permit shall be shown to any official of the Agency upon request. The Agency shall have the right to have staff present during the event.
5. NYS Office of Parks, Recreation and Historic Preservation reserve the right to cancel any activities. The Permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Regional Director, or designee.
6. NYS Office of Parks, Recreation and Historic Preservation reserve the right to close the Park or facility, including the Permit area, in times of emergencies or for safety reasons.
7. **The Permittee is responsible for the conduct of its participants. The Permittee is also responsible for cleaning and restoring the area after the event.** The Permittee will be required to post bond(s) in order to insure that the Permittee has cleaned and restored the area after the special event. The cost of any State Park employee overtime incurred because of this event will be borne by the Permittee. This cost may be paid in advance or deducted from the posted bond.
8. The Park will remain open to the public during park hours.
9. The approved activities shall not interfere with the use of park facilities by the public.
10. The sale of refreshments, foods or other items by the Permittee or agents of the Permittee is not permitted. No caterer or vendor may enter park property without an appropriate permit issued by the Regional Office. **No Alcoholic beverages will be allowed into park.**
11. The Permittee agrees to indemnify, defend and hold harmless the New York State Office of Parks, Recreation and Historic Preservation, its officers, agents and employees, from all suits arising from the operation of this Permit, or as a result of the consequences of any act, omission, neglect or misconduct on the part of anyone associated with the Permittee on this event.
12. If insurance is required, the Permittee shall obtain such insurance protecting the State of New York as shall be required under the Permit. The Certificates of Insurance must designate the State of New York and the Office of Parks, Recreation and Historic Preservation as additional named insured.
13. All Bonds and Insurance Certificates must be posted one week prior to the event.
14. It is prohibited to post, place, distribute, display, or dispense by any other means pamphlets, handbills, signs or advertising material of any kind within any park or any park street without first obtaining a permit.
15. It is prohibited to solicit funds or to collect contributions within park area.
16. The New York State Office of Parks, Recreation and Historic Preservation shall not be responsible for providing any utility or service, including but not limited to restrooms, etc., in excess of that which is already available and can be provided without detriment to the Agency's operations.
17. State Parks music and sound regulations also apply and must be adhered to. The appropriate sound/decibel level shall be at the sole discretion of State Parks.
18. Mail completed application(s), along with the non-refundable application fee, to the Park facility where you would like to hold your Event.



Parks, Recreation and Historic Preservation

OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION
New York City Region

Permit No. _____

PARK USE PERMIT

Indicate State Park Requested (x)

Clay Pit Ponds _____ Roberto Clemente _____ Riverbank _____
Gantry Plaza _____ East River _____

APPLICANT:

Print or Type Name (Area Code) Telephone Number / Email Address

Address City State Zip Code

Organization/Sponsor (Area Code) Telephone Number

Type of Organization: (Check one)
Government ___ Non-Profit ___ Social ___ Commercial ___ Other ___ (Specify type) _____

Event Coordinator (Area Code) Business Phone (Area Code) Home Phone

Assistant Event Coordinator (Area Code) Business Phone (Area Code) Home Phone

DATES REQUESTED Set Up EVENT TIME Clean Up
Date(s) of Event From To From To From To
From To From To From To

Type of Event (Please check) ___ Meeting ___ Sports Competition ___ Outing ___ Special Event ___ Other _____

Describe planned event in detail (Attach additional sheet if necessary)

Will event be advertised? Yes/No How? _____ When? _____

Will vehicles be required to enter Park? Yes/No Number? NO PARKING WILL BE ISSUED

Will use of electrical energy be required? _____

Specify equipment you will bring to be used during event _____

List previous events held at State Parks Facilities by your organization _____

PARK AREAS REQUESTED: ___ Swimming Pool ___ Gymnasium ___ Outside Entertainment Area ___ Meeting Room
___ Picnic Area ___ Lawn Areas ___ Rink ___ Cultural Building ___ Other

Specify Other area(s): _____

Anticipated Number of: (Breakdown below) Participants _____ Spectators _____

Children (under 13) ___ Teen (13-17) ___ Adults (18-54) ___ Senior Citizens (55 & over) ___ Handicapped _____

Special Request: _____

I have read all the terms and conditions contained on both sides of the application and agree to comply with them. I understand that my organization and/or I will be held responsible for the terms and conditions of this permit.

Authorized Signature: _____ Date _____

FOR OFFICE USE ONLY

Date Received: _____ Granted: Yes/No Reason Denied: _____

Insurance: Yes/No \$ _____ Bond: Yes/No \$ _____ Park/OT Fee Yes/No \$ _____

Park Representative's Signature Title Date

Regional/Assistant Regional Director Title Date