

BOROUGH OF SAYRE
110 WEST PACKER AVENUE
SAYRE, PENNSYLVANIA 18840

Telephone: (570) 888-7730 Fax: (570) 888-6598
admin@sayreborough.org / www.sayreborough.org

Permit # _____
Security Deposit \$ _____
Permit Fee \$ _____
Receipt # _____

APPLICATION FOR THE USE OF BOROUGH OWNED PROPERTIES & FACILITIES

Please read all conditions regarding permits. Complete, sign and return this application to the above address.

The undersigned respectfully requests the use of a Borough owned property or facility as indicated below:

Single Use Seasonal Use Yearly Use

Organization, League, or Group Name: _____

Address: _____
Street Municipality Zip Code

Name of property or facility _____ Date(s): _____

Special Arrangements: (Tents, Inflatables, Grilles, etc.) _____

Time: From _____ am pm To: _____ am pm

Total Number of People: _____ Number of Sayre Residents: _____

Age Range of Participants: _____ # of Adults: _____ # of Teams (if applicable) _____

Check all that Apply: Youth Adult Co-Ed Competitive
 Recreational Other

Exact Area(s) Needed: _____

Describe Purpose Use: _____

Program – Open to the public, members only, invite only, or other? _____

How is registration conducted? _____

Is this a Non-Profit Organization (IRS Status 501C3)? Yes No

If "No", would you qualify for Non-Profit Status? Yes No

Check all that apply: Admission Charged Registration Fees Fundraisers
 None

Requests must be submitted to the Borough Council no less than 45 days prior to the date of the event(s). Requests which are not submitted in accordance with this stipulation will be automatically rejected.

Based upon this request (and other requests) official permits will be sent to you indicating approved dates, times, and facilities. All dates and times of the request may not be honored. Approved requests do not have exclusive rights to the entire park/facility unless otherwise granted by the Borough Council.

APPLICATION FOR THE USE OF BOROUGH PROPERTY & FACILITIES (CONTINUED)

I the undersigned representative, acting on the behalf of the organization, hereby release the Borough of Sayre, its officers, agents, employees, sponsors, organizers, and all leaders assigned by them, from liability for any damage and injury to any person or thing in connection with the issuance of a permit for the use of Borough properties and facilities. I have read the conditions and regulations regarding the use of Borough property and understand that failure to comply with such policies by myself or any other in the organization may result in the temporary or permanent suspension of permit privileges.

Applicant's Name _____

Day Phone # _____ Evening Phone # _____

E-Mail Address _____ Fax # _____

Applicant's Address _____

Signature of Applicant _____ Date _____

Name of person who is the official group representative AND WHO WILL BE PRESENT AT ALL TIMES

Name _____

Day Phone # _____ Evening Phone # _____

E-Mail Address _____ Fax # _____

Address _____

Application Check List

Below you will find a checklist of information, which must be submitted, with your facility request form to the Borough Administration Office. The information on the checklist is part of your application for use of Borough owned facilities.

Required		Information Received	<i>For Borough use only</i>	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Present year's game and practice schedule.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	List of current year's officers and names of emergency contacts for facility problems. Including Name, Address and Phone Number)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rosters/Participant/Guest List (Including Name, Address and Phone Number)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Non-Profit Status (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Registration dates, times, locations and fees.	<input type="checkbox"/>	<input type="checkbox"/>

Borough Owned Parks & Facilities

- | | |
|--------------------|---------------------------------|
| Howard Elmer Park | Borough Hall |
| Island Pond | Department of Public Works |
| Riverfront Park | William J. Hickey Building |
| Triangle Park | Municipal Parking Lot A |
| John Stetz Park | Municipal Parking Lot B |
| Joseph Powell Park | Municipal Parking Lot C |
| John Desisiti Park | Foster Law Office Concert Stage |