

CASEY PARK REQUEST FORM

City of Auburn Department of Public Works/Recreation
358 Genesee Street 255-4120
Auburn, New York 13021
www.ci.auburn.ny.us



Organization requesting Casey Park: _____

Activity: _____

Date Submitted: _____

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Date(s) to be used: _____

Time: _____

Date(s) to be used: _____

Time: _____

| | | |
|-----------------------|--|------------------------------|
| Facilities Requested: | _____ Casey Park Arena * | Fee: \$200/day |
| | _____ Picnic Shelter A (near playground) | Fee: \$75/day |
| | _____ Picnic Shelter B (near pool) | Fee: \$65/day |
| | _____ Casey Park Fields* | Fee: \$100/day (both fields) |
| | _____ Soccer Field* | Fee: \$75/day |
| | _____ Basketball Court* | Fee: None |
| | _____ Amphitheater* | Fee: None |
| | _____ Horseshoe Courts* | Fee: None |
| | _____ Tennis Courts* | Fee: None |
| | _____ Ice Rental* | Fee: \$95/hour |

All fees for the picnic shelter must be paid at the time of the reservation. A deposit is required of \$50 on all other facilities. The remainder will be billed after your event. The deposit is nonrefundable unless the event is cancelled by this office.

Please sign and return this request and return it to the Department of Public Works/Recreation. If your request is approved, a copy will be returned to you as proof of your reservation. You are exclusively permitted the use of the above facility at the date(s) and hours listed.

Signature of person requesting facility

*A certificate of insurance naming the City of Auburn as additional insured with liability limits of at least \$1,000,000 and property limits of \$500,000 must be received prior to the use of these Casey Park facilities.

DO NOT WRITE BELOW THIS LINE

Approved by: _____

Date approved: _____

Amount due: _____ Amount Paid: _____

Date paid: _____ Receipt No. _____

Deposit Amt.: _____ Deposit due: _____

Date paid: _____ Receipt No. _____