

CASEY PARK REQUEST FORM

City of Auburn Department of Public Works/Recreation
24 South Street
Auburn, New York 13021
www.auburnny.gov Phone: 255-4737



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: \$250/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: \$125/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

Organization requesting use of Casey Park must present valid certificate of insurance to the City of Auburn with the required Insurance coverages and a signed hold harmless agreement. See the separate Hold Harmless and insurance requirements form.

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. _____