



City of Schenectady, New York

DEPARTMENT OF PARKS AND RECREATION

Central Park Administration Building
500 Iroquois Way
Schenectady, NY 12309
Telephone (518) 382-5151 Ext. 0

Carl Olsen
Commissioner

William Macejka
Supervisor

CENTRAL PARK ROSE GARDEN RENTAL

Rental Season and Hours of Operation

January - December 8:00 a.m. – 8:00 p.m.

**Additional time outside of operating hours must be approved in advance from the Central Park Administration Office and are subject to additional charges (see below)

FEE SCHEDULE

Residents

\$ 50.00 Per Hour (2 hour Maximum)

Non-Residents

\$ 100.00 Per Hour (2 hour maximum)

Additional time pre-approved by Central Park Administration..... **\$30.00 per hour

Please make all checks or money orders payable to:

The City of Schenectady

RESERVATION FEES WILL NOT BE REFUNDED

All Fees must be paid in full prior to the event.

A copy of your reservation form will be forwarded to you before your event

Please return all forms and applicable fees to:

City of Schenectady Parks and Recreation
Central Park Administration Building
500 Iroquois Way
Schenectady, NY 12309
(518) 382-5151 Ext. 0

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CENTRAL PARK ROSE GARDEN

*The garden is a place of peace and tranquility
Please respect the rights of all to enjoy the garden*

Rules and Regulations

Please remember the following Garden Guidelines:

Do not cut or pick flowers, leave for all to enjoy
Do not climb trees, shrubs, walls or sculpture
Stay on garden paths
Do not walk through flower beds
Deposit trash in designated receptacles
No wading or bathing in ponds or fountains
Dogs must be kept on a leash and are not allowed in ponds or fountains
Please pick up after your pet
Recreational sports, including skating, skateboarding, ball playing, cycling, etc. are not permitted
Wedding or gathering ceremonies are by permit only

IN CONSIDERATION OF THE USE OF THE **CENTRAL PARK ROSE GARDEN** THE RECIPIENT OF THIS PERMIT AGREES TO THE FOLLOWING RULES AND REGULATIONS AND MUST ABIDE BY THE ATTACHED GENERAL RULES.

- ALL VEHICLES MUST BE PARKED IN DESIGNATED AREAS. PLEASE DO NOT PARK ON THE GRASS OR ALONG PARK ROADWAYS.
- ALCOHOLIC BEVERAGES ARE FORBIDDEN AND ILLEGAL ON CITY PROPERTY.
- PLEASE AVOID ANY DAMAGE TO THE FACILITY.
- PLEASE DO NOT LITTER.
- NO RICE, CONFETTI OR BIRD SEED IS TO BE THROWN ON THE GROUNDS.
- PLEASE DO NOT SET UP ANY EQUIPMENT IN THE ROSE GARDEN. Example: chairs, tents, trellises, etc.

ALL RULES ARE STRICTLY ENFORCED

If you have any questions or concerns for permits, fees, and availability, please call the Central Park Administration Building between the hours of 8:00 a.m. – 1:00 p.m., Monday and Thursday at 382-5151 Ext. 0 and on Tuesdays at 382-5000



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DEPARTMENT OF PARKS AND RECREATION FACILITY RESERVATION FORM

Facility Desired (please check one):

_____ Music Haven _____ Rose Garden
_____ *Tennis Courts _____ *Bike Trail

Other Desired Location: _____

Pavilion (please select one or more)

_____ Quad A _____ Quad B
_____ Quad C _____ Quad D

Please select desired times:

_____ 8 a.m. – 12 p.m.
_____ 12 p.m. – 4 p.m.
_____ 4 p.m. – 8 p.m.

*Baseball Field: _____ A Diamond _____ B Diamond _____ C Diamond

*Softball Field: _____ 1 or _____ 2

Name of Person or Organization _____

Type of Event: _____

Event Organizer: _____

Organizer Phone: (Day) _____ (Evening) _____
(Cell) _____ Email: _____

Date(s) Requested: _____

Arrival Time: _____ Departure: _____

Number of people in group: _____

City Resident: **YES** or **NO** *Copy of driver's license required.*

Non-Profit: **YES** or **NO** *Copy of 501C3 required.*

*Copy of Insurance Required for use of the Tennis Courts, Bike Trail, Baseball & Softball Fields:

1. \$1,000,000.00 coverage for personal injury or wrongful death, per person and
2. \$1,000,000.00 coverage per accident and
3. \$500,000.00 for property damage per accident with an aggregate no less than \$500,000.00
4. The City of Schenectady must be named as additional insured.

School: **YES** or **NO**

Address: _____

I agree on behalf of the above indicated organization, resident/non-resident. That all members and guests will observe the attached regulations. Users will assume all financial responsibility for any and all damage done to the City of Schenectady property during the indicated period of use.

Signature of Applicant: _____ Date: _____

Please make all checks payable to:
The City of Schenectady