

City of White Plains Recreation & Parks

Facility Use Application



Today's Date: _____ Requested Date: _____ Time: _____ to _____

Name of Facility Requesting (include all areas and /or rooms):

Purpose of event: _____

Total # to Attend: _____ # of Adults: _____ # of Minors: _____

Private/Personal () Business ()

Name of contact person: _____

Phone #: _____

Email (please print clearly): _____

Name of Organization: _____

Address: _____ Phone #: _____

In accordance with City of White Plains Code, the applicant must provide a Certificate of Insurance in order to receive a permit for facility usage. **(see back #9 for details and instructions)**

I have read, reviewed and agree to adhere to the regulations for the permitted use of facilities:

Certificate Attached: Yes () No ()

I, the undersigned, being over 21 years of age, as the duly authorized representative for the permitted organization, agree to abide by all guidelines furnished to me; accept the use of the facility as is; and I / We further agree, to the fullest extent permitted by law, to indemnify and hold harmless the City of White Plains, its employees, and all related officials from liability for any and all loss, damage or injury to persons or property by reasons of or arising out of or incidental to the use of the City of White Plains Recreation & Parks facility by the permitted organization. I have read and understand the regulations and hold harmless agreement herein and agree to be bound by them:

Applicants Signature: _____ Date _____

For Office Use Only: Approved: _____ Fee: _____ Date: _____

Please return completed application along with Insurance Certificate to:

**City of White Plains Recreation & Parks | 85 Gedney Way, White Plains, NY 10605
914-422-1336 | recreation@whiteplainsny.gov**

City of White Plains Recreation & Parks

Regulations for the permitted use of facilities



1. The Facility (as requested and approved) has been reserved for your group to use only for a specific date and time. Please maintain the schedule that has been indicated. Note that the time requested on the application must include set-up/clean-up time. The City of White Plains Recreation & Parks reserves the right to change a date on the schedule as needed. In the event of a date change, a reasonable effort will be made to reschedule if possible.
2. A person, group or organization may rent our facilities for a time-frame within the hours of 9 a.m. to 7 p.m. in accordance with our Recreation and Park Fee Schedule for the season. In addition, the renter will be responsible for all associated costs related to the rental as mandated by the City of White Plains. Please be advised that rentals of specific facilities may require additional personnel cost, and any related costs will be applied to the final balance.
3. This completed application and full payment are required to be submitted a minimum of 2 weeks prior to the requested date. Permits are issued after insurance is approved and payment is rendered. A copy of the permit will be issued to you. Please have it available for inspection on the day of the rental. The City reserves the right to alter the permit at any time.
4. Per the City of White Plains Charter, the presence of dogs and other pets within any park, playground, sports field of the city or any other property of the city school district is hereby prohibited except when in attendance at an activity being staged, supervised or sanctioned by the department of recreation and parks or the city school district. Dogs and other pets on leashes are restricted to walkways of the aforementioned properties only for the purpose of traversing said properties.
5. The use of confetti, silly string, glitter or any similar items that may create excessive cleanup or litter is prohibited. Decorations or other items may not be taped, tacked, nailed, hung, or otherwise attached to walls, structures, or trees.
6. Amplified sound is not allowed unless permitted by the Recreation Department and Public Safety. Noise levels must remain reasonable, may not create a nuisance, and may not exceed 70 decibels or be audible more than 100 feet from the facility.
7. All White Plains Parks and Facilities are **designated as Smoke/Vape Free. Smoking/Vaping is prohibited.** Consumption of **alcoholic beverages is strictly prohibited.**
8. Grills may be used during the rental period. Propane grills are not permitted. Renters must provide their own charcoal and are responsible for ensuring that all charcoal and embers are fully extinguished before leaving the facility.
9. **General Liability Insurance Requirements include the following:** Policy minimum \$1,000,000 per occurrence/\$2,000,000 aggregate. Additional insurance may be required as determined by the Risk Manager of the City of White Plains. The Certificate of Insurance (COI) must clearly state that the **City of White Plains, its officials, employees, volunteers, representative and agents are included as Additional Insured and Certificate Holder with regards to the event date, time and location.** The Certificate Holder must be listed as City of White Plains, 255 Main St. Room 102, White Plains, NY 10605 Attn: Finance.
10. Should your group need to cancel for any reason, please notify the Recreation Department as soon as possible. Refund requests will be reviewed and approved at the discretion of the Commissioner.
11. The City of White Plains reserves the right to suspend, revoke, annul or otherwise terminate any application granted by it in the event the department, in its discretion, determines that these rules and regulations have been violated or that there is reasonable grounds to suppose that the facility is being abused.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

PRODUCER:

**American Insurance Agency, Inc.
350 Lincoln St., Suite 2400
Hingham, MA 02043**

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

COMPANIES AFFORDING COVERAGE

COMPANY A HDI GLOBAL SPECIALTY SE

COMPANY B

COMPANY C

COMPANY D

INSURED

YOUR NAME HERE

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	HDGL003701709	09/01/2025	09/01/2026	GENERAL AGGREGATE \$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$1,000,000
	OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS				FIRE DAMAGE (Any one fire) \$300,000
					MED EXP (Any one person) \$ Excluded
A	PROFESSIONAL LIABILITY	HDGL003701709	09/01/2025	09/01/2026	GENERAL AGGREGATE N/A
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				DEDUCTIBLE PER CLAIM 0
A	ABUSE/MOLESTATION COVERAGE	HDGL003701709	09/01/2025	09/01/2026	GENERAL AGGREGATE \$1,000,000 EACH OCCURRENCE \$ 500,000 DEDUCTIBLE PER CLAIM 0

Additional Insured(s):

City of White Plains, its officials, employees, volunteers, representative and agents are included

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

2013 ISO OCCURRENCE FORM (04/13) AND COMPANY'S SPECIFIC FORMS

CERTIFICATE HOLDER

City of White Plains, 255 Main St. Room 102, White Plains, NY 10605

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
James J. Farren CPCU, CRM

James J. Farren

City of White Plains Recreation & Parks

Fee Schedule



EFFECTIVE MARCH 1, 2026

RENTALS

DELFINO AND GILLIE FIELDS (PER HOUR)

Resident Adult	\$ 115.00
Non-Resident Adult	\$ 155.00
Youth	\$ 60.00
<i>Non-Resident Youth</i>	\$ 90.00
Field Rental (non-profit org) 3 Hours Max	\$ 110.00
Field Lights (per hour)	\$ 75.00

GARDELLA & BATTLE HILL FIELDS (PER HOUR)

Resident Adult	\$ 75.00
Non-Resident Adult	\$ 110.00
Youth	\$ 50.00
<i>Non-Resident Youth</i>	\$ 60.00
Field Rental (non-profit org) 3 Hours Max	\$ 110.00

FLAG RAISINGS

Flag Raising (1 hour max) Weekdays	\$ 250.00
Flag Raising (1 hour max) Weekend	\$ 500.00

EBERSOLE ICE RINK RENTALS (PER HOUR)

Resident	\$ 315.00
Non-Resident	\$ 385.00
Out of Season Ebersole Rink (3 hr min)	\$ 100.00
Ebersole Locker Rental (per use)	\$ 0.25

ROOM RENTALS

Recreation Room Rental (per hour)	\$ 85.00
Community Center Room Rental (per hour)	\$ 110.00

COURTS

Tennis Court Rentals (Per Court/hourly)	\$ 30.00
Platform/Pickleball (Per court/hourly)	\$ 25.00