

**CITY OF CORTLAND YOUTH BUREAU
35 PORT WATSON STREET
CORTLAND, NY 13045
PHONE: 607-753-3021
FAX:607-753-3023**

FACILITY USE REQUEST

SUGGETT PARK

- Suggett Field
- Williamson Field
- Rotary Shelter
- Burch Building

YAMAN PARK

- Exchange Pavilion
- Pavilion #1
- Pavilion #2

BEAUDRY PARK

- Beaudry 1
- Beaudry 2
- Beaudry Combo
- Beaudry Building

DEXTER PARK

- Dexter Building
- Softball Field

RANDALL PARK

- Meldrim Field

OTHER:

Keys to the **Rotary Shelter** or **Burch Building** must be picked up the date of the request or on Fridays, if the request is for the weekend. Keys must be returned by noon on Monday **OR** dropped in the drop box by the Youth Bureau entrance.

A LOST KEY CHARGE IS \$250.00 !!

CODE/ORDINANCES:

City of Cortland, Sec. 13-25: Yaman Park shall be the **ONLY** park or recreational area into which alcoholic beverages may be brought. Permission shall be obtained from the Cortland Youth Bureau in the form of a written permit.

PERMIT # _____ DATE ISSUED _____

*******IMPORTANT*******

(Read Carefully) Persons making reservations will be responsible for any damages to the facility used. IE: restrooms left unlocked, shelter left open and loss of keys). Therefore, persons reserving our facilities must be 21 years of age and older.

Effective 01/01/08: Rules of Facility Usage must be signed!

Rental Fee : \$50.00 Deposit of \$100.00

FAMILY NAME, GROUP OR ORGANIZATION _____

ACTIVITY : _____

DATE: _____ TIME (S) _____ TO: _____

DATE: _____ TIME (S) _____ TO _____

APPROXIMATE # OF PEOPLE _____ REQUEST TAKEN BY _____ DATE _____

RESERVATION MADE BY _____ PHONE _____

ADDRESS _____

SIGNATURE OF PERSON RESPONSIBLE FOR RESERVATION _____

Please sign this form and return the duplicate to our office, 35 Port Watson Street, Cortland, NY 13045. The **ORIGINAL** is your proof of reservations and shows you are the person in charge of the facility at the date and hours prescribed. You are exclusively permitted use of the above noted facility on the date(s) and hours prescribed.

John J. McNerney
Director

NOTE: FEE FOR USE OF BUILDINGS IS NON-REFUNDABLE

_____ Amount Paid _____ Date Paid _____ FTB