



Town of Riverhead Recreation Department
55 Columbus Avenue ■ Riverhead, NY 11901
Office: 631-727-5744 ■ Fax: 631-727-4555

Non Refundable Application Fee:
 \$25 for all facility usage
 Payable to Town of Riverhead by cash, check, credit* or money order.
**All credit card payments are subject to additional, non-refundable fees*

Facility Use Permit Application 2014 <i>(fields with an * are required)</i>				
Primary Applicant Information				
*Applicant Name:			*Birth Date:	
Name of organization requesting use <i>(if applicable)</i> :			*Email Address:	
*Current address:				
*City:			*State:	*ZIP:
*Primary Phone:		Secondary Phone:		Other Phone:
Secondary Address: <i>(if applicable)</i> :			City:	State: ZIP:
Is this a Not For Profit or For Profit Organization? <i>(proof required if applying as a Non-profit group)</i>			Federal ID or Individual Social Security#: <i>(required if applying as a Non-profit group)</i>	
Alternate/Emergency Contact Information <i>(all fields are required if adding alternate contact)</i>				
Name:			Birth date:	
Primary Phone:			Email Address:	
Facility Information				
*Facility Requested: <i>(Circle one)</i>		*Type of Use:		*Type of Event:
<ul style="list-style-type: none"> • Veteran's Memorial Park (Calverton) • George Young Comm. Center • Henry Pfeifer Comm. Center • Iron Pier Beach ** • Police Officer's Memorial Park (Bayberry Park) • Reeves Park Beach ** • South Jamesport Beach ** • Stotzky Park • Wading River Beach ** 		<ul style="list-style-type: none"> • Beach • Gazebo • Picnic • Room • Sports Field • Hockey Rink 		<ul style="list-style-type: none"> • Camp/Clinic • Fundraiser • Game • League • Meeting • Party/Shower/Wedding • Picnic • Practice • Tournament • Other <i>(please explain in remarks section)</i>
** - <i>If requesting beach, parking permits may be required</i> If using a field, please indicate the field # and sport:		*Do you wish to serve or cook food? • Yes <i>(please explain in remarks)</i> • No *Do you wish to bring play equipment? • Yes <i>(please explain in remarks)</i> • No *Do you require restrooms? • Yes <i>(not available at all times)</i> • No		*Hours Requested: Date(s) Requested: Rain Date(s):
If using a room, please indicate room preference:		<div style="border: 1px solid black; padding: 5px; width: fit-content;">*# of people expected:</div>		Remarks: _____ _____ _____
*Signature of Applicant:			*Date:	
Official Use Only				
Proof of Residency: Drivers license <input type="checkbox"/> Tax bill <input type="checkbox"/> Year round Lease <input type="checkbox"/> Utility Bill <input type="checkbox"/> Other <input type="checkbox"/> _____				
Received by:	Date Received:	Check/Money order #:	Amount:	Permit #:

FACILITY RENTAL FEES

(All applications require \$25 non-refundable application fee)

PARK / BEACH RESERVATIONS

- Group Picnic/Beach Party** \$10.00 per hour***
- Gazebo/Pavilion Rental (residents)** \$50 per hour***
- Gazebo/Pavilion Rental (non-residents)** \$100 per hour***
- Lights & Attendant \$50.00 per hour
- Park Attendant Fee (Picnics/Parties with 100+) \$15.00 per hour

****Permits cannot be issued during beach operation. ***Groups 50+ are required to submit a \$50 cleaning fee**

BALL FIELDS/MULTI-SPORT (Profit Making Organizations)

All Town owned/operated ball fields

- Tournament Reservations/Daily Field Rental \$25.00 per hour/field
- Lights & Attendant *(required for all rentals after 8pm)* \$50.00 per hour
- Non-Resident Usage Surcharge \$50 daily rental

BALL FIELDS/MULTI-SPORT (Non-Profit Organizations w/valid proof of Non-Profit Status)

All Town owned/operated ball fields

- Tournament Reservations/Daily Field Rental (non-profit) \$12.00 per hour/field
- Riverhead Local School Districts/Charitable/Civic Groups \$ 6.00 per hour/field
- Lights & Attendant *(required for all rentals after 8pm)* \$50.00 per hour
- Non-Resident Usage Surcharge \$50 daily rental

TOWN BUILDINGS

Resident Usage

- Weekday Meetings during Business Hours Application Fee
\$50 surcharge (every six months)
- Meetings: Monday-Friday after 3pm/weekends \$15.00 per hour **Minimum (2) Hours**
- Weekend Events/Parties (Resident) \$60.00 per hour **Minimum (4) Hours**
\$100 Security deposit

Non-Resident Usage

- Fees \$100.00 per hour **Minimum (4) Hours**
\$100.00 Security Deposit****

*** After hours consist from 3pm through 11pm Monday through Friday and from 8am to 11pm Saturday and Sunday***
******Deposit will be refunded if the building guidelines are followed and there is no damage to the building.**

Skate Park Fees

- Resident Annual Fee \$15 per year
- Resident Session Fee \$2 per session
- Non-Resident Annual Fee \$100 per year
- Non-Resident Session Fee \$5 per session
- Skate Park Rental*** \$55 per hour **2 hour minimum**

***During non-business hours