



# COMMUNITY ROOM RESERVATION APPLICATION

8220 Loop Road; Baldwinsville, New York 13027  
315-635-5999  
reservations@townoflysander.org www.townoflysander.org



Lysander Park: 8439 Smokey Hollow Road; Baldwinsville, New York 13027

Dates: \_\_\_\_\_ Days: **M**\_\_\_ **T**\_\_\_ **W**\_\_\_ **TH**\_\_\_ **F**\_\_\_ **S**\_\_\_ **SU**\_\_\_  
check all that apply

Sent To The Park

FIELD: \_\_\_\_\_ TIME: \_\_\_\_\_

**Monday - Thursday:** Arrival \_\_\_\_\_ AM/PM - Departure \_\_\_\_\_ AM/PM  
9:00 AM earliest allowable / 7:00 PM latest allowable

**Friday, Saturday, Sunday, Holiday:** Arrival \_\_\_\_\_ AM/PM - Departure \_\_\_\_\_ AM/PM  
9:00 AM earliest allowable / 7:00 PM latest allowable

NOT-FOR-PROFIT  
**Monday – Thursday ONLY:** Arrival \_\_\_\_\_ AM/PM - Departure \_\_\_\_\_ AM/PM  
9:00 AM earliest allowable / 7:00 PM latest allowable

Group Representative \_\_\_\_\_ Approximate # of People \_\_\_\_\_

Name of Group \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address \_\_\_\_\_

Responsible Person \_\_\_\_\_

**\*\* Must Be On-Site During Times Listed Above \*\***

TYPE OF EVENT: PICNIC GRADUATION REUNION BIRTHDAY PARTY MEETING  
(check one)

OTHER: \_\_\_\_\_

MONDAY – THURSDAY (first 2-hrs., minimum): \$50.00

FRIDAY, SATURDAY, SUNDAY, HOLIDAY (first 2-hrs., minimum): \$100.00

NOT-FOR-PROFIT  
MONDAY – THURSDAY (first 2-hrs., minimum): \$30.00

EACH ADDITIONAL HOUR \$30.00

MAXIMUM CAPACITY 50 people

TABLES & CHAIRS 7 & 50

BBQ GRILL & PICNIC TABLE 1 & 1

ELECTRICITY INCLUDED

WATER not for use to spray, operate a sprinkler, or fill water balloons INCLUDED

AIR CONDITIONING INCLUDED

ATHLETIC FIELD \$15.00/hr.

SPORTS COURTS (Pickleball, Tennis, Basketball) \$15.00/hr.

1. Check in with the Park Attendant upon arrival.
2. Items provided include: picnic tables, BBQ grills, tables & chairs, garbage containers & bags, broom & dust pan, vacuum, disinfectant/degreaser spray & paper towels, all other supplies needed must be provided by the group reserving the facility.
3. The "group" is responsible for returning the facility to its original set-up. Remove all food, clean off tables, chairs, sink and counters, remove decorations, sweep all floors, pick up trash on the grounds and put the trash in receptacles etc. Picnic tables moved from under a pavilion should be returned. The facility must be inspected prior to departure by a Park Attendant.
4. Propane grills may be brought into the park, but must be located outside the pavilions, or community room.
5. All pavilion users must read and follow ALL Lysander Park Rules & Regulations. (See attached)
6. Groups understand that they are entitled to exclusive use of the area they have reserved, but not the other park facilities, which are still open to the public.
7. Caterers: Must be pre-approved by the Parks and Recreation Department, obtain a 1-day Town of Lysander Vendor Permit, possess a current permit from the Onondaga County Health Department, possess a current inspection report from the New York State Department of Health, provide a Certificate of Liability Insurance naming the Town of Lysander as additionally insured.
8. Closing: check with Park Attendant for closing time – all groups must be picked up and ready to leave 30 minutes prior to closing.
9. Possession and consumption of all alcohol, intoxicants, tobacco, and vapor products is prohibited.
10. Water Balloons, Bounce Houses, Tents, Water Sprayers, Candles or any Open Flame, Tape, Nails, Tacks and Glass containers are PROHIBITED.
11. The Town of Lysander reserves the right to deny the use of any and all park facilities in future requests based upon problems encountered with anyone renting or invited to a park area.

**Cancellation / Refund Policy / Bounced Checks**

Four weeks in advance - Full refund minus **(\$15.00)** Administrative Fee.

Two weeks in advance - Half refund minus **(\$15.00)** Administrative Fee.

Under 2 weeks or for inclement weather - NO Refund.

Bounced check fee is \$20.00. A reservation will be cancelled if not paid in full prior to the date of the event.

The completed application shall be submitted along with full payment, and all applicable documents to the Town of Lysander Parks and Recreation Department; [reservations@townoflysander.org](mailto:reservations@townoflysander.org) or 8220 Loop Road; Baldwinsville, New York 13027. Acceptable forms of payment include check, money order, certified check, or credit card payable to the Town of Lysander. All credit card payment is charged a processing fee of 2.65% or a minimum of \$3.00 by MuniPAY. To pay with a credit card please visit or call the Parks and Recreation Department office during posted business hours Monday – Friday, or provide below the best daytime telephone number to receive a call at: \_\_\_\_\_.

I hereby acknowledge that this application is for the dates and times indicated above and is subject to all rules and regulations of the Lysander Parks and Recreation Department. I have read, understand and agree to comply with these rules and regulations. I further verify that I am 21 years of age or older and assume responsibility for the above-named organization. I understand the Town of Lysander is providing the above-named organization with use of the designated area and that the Town reserves the right to cancel or postpone any scheduled games or to refuse use for any reason.

\_\_\_\_\_  
Group Representative's Signature & Date

\_\_\_\_\_  
Park Representative's Signature & Date

\* \_\_\_\_\_ **OFFICE USE ONLY** \_\_\_\_\_ \*

Pavilion: \$ \_\_\_\_\_ Community Room: \$ \_\_\_\_\_ Field: \$ \_\_\_\_\_

Court: \$ \_\_\_\_\_ Additional Fees: \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Credit Transaction # \_\_\_\_\_ Check # \_\_\_\_\_

Park Attendant \_\_\_\_\_, Facility **WAS / WAS NOT** left in an acceptable manor.

\_\_\_\_\_  
(Briefly Describe Issue)

**Refund check # \_\_\_\_\_ Amount Refunded \$ \_\_\_\_\_ Issued on \_\_\_\_\_**