



Town of Montgomery  
110 Bracken Rd  
Montgomery, NY 12549  
845-457-2600 (x1287)  
Email: tadkins@townofmontgomery.com  
Email: afrumes@townofmontgomery.com



## Please Print

## Application for Field/Park use

Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Representative/Applicant: \_\_\_\_\_ Driver's License I.D. # \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

**Field request:** Berea Park Multi Purpose Field \_\_\_\_\_ Berea Park Softball Field \_\_\_\_\_ Rail Trail \_\_\_\_\_

Benedict Farm Park Multi-Purpose Field 1 \_\_\_\_\_ Benedict Farm Park Multi-Purpose Field 2 \_\_\_\_\_

Benedict Farm Park Softball/Baseball Field \_\_\_\_\_

Any storage or building request that corresponds with park: \_\_\_\_\_

Describe use: \_\_\_\_\_ (use additional sheet if needed)

Any storage or building request that corresponds with park: (write in) \_\_\_\_\_

The undersigned will be responsible for the above facility, will assume full accountability for damage incurred to Town of Montgomery property, equipment, and will insure that the facility will be left in a clean and orderly condition.

**Insurance Requirements must be provided at the time of the application:**

**Individuals** must provide proof of homeowners, renters or a special event policy in a limit not less than \$500,000.00.

**Large events, businesses sport leagues or corporations,** the undersigned will be responsible to provide a One Million Dollar liability insurance certificate naming the Town of Montgomery (110 Bracken Road, Montgomery, NY) as additional insured.

**"To comply with this requirement, an individual, business or organization may obtain a Certificate of Insurance; referred to as a one day "special event rider" through the insurance agency that provides their Home Owner's, Renter's or Business Policy. A Certificate of Insurance may also be obtained through an online Event Insurance provider. (Do a google search for "Event Insurance" for options)"**

The Town of Montgomery reserves the right, as a condition to granting this application to require additional responsible persons in addition to the applying organization. Previous experience has shown that the supervision of one (1) adult is necessary for every ten (10) non-adults present. **This is a REVOCABLE PERMIT and subject to change, if necessary.**

**Agreement**

The undersigned is 21 years of age or more and has read this form and attached regulations and agrees to comply with them. He or she agrees to be responsible to the Town of Montgomery for the use and care of the facilities. He or she, on behalf of \_\_\_\_\_, does hereby covenant and agree to defend, indemnify and hold harmless the Town of Montgomery from and against any and all liability, loss, damage, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town's property facilities and/or services by permittee

Signature of Individual/Organization's Representative

Date \_\_\_\_\_

**Fee Schedule:**

Please refer to attached pages for fee schedule to calculate your requested field use fees and date requests. If you need help or have questions about how to apply the rates, call 845-457-2600 ext. 1287.

We now Take MC, VISA & DISCOVER

\*Checks Payable to the Town of Montgomery\*

Need 2 separate checks or charges: One for deposit and One for fee

All sports leagues must provide a schedule of practices and games prior to approval. A copy of this signed application serves as your permit. A copy of the Town Park Laws are available upon request.

I understand and agree to all conditions listed above.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Recreation Director Approval \_\_\_\_\_

Date \_\_\_\_\_

Town Supervisor Approval \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use ONLY:** Total Amount Due: \_\_\_\_\_

Paid: CC \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Indemnification signed \_\_\_\_\_

Insurance requirements met \_\_\_\_\_

Deposit Check Submitted \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

# **FIELD USE FEES 2026**

## **Multi-Purpose Fields**

### **Resident Youth Sports League**

\$300 for up to 3 months

Includes up to 3 practice days per week and 1 weekend game day per week

Additional months: \$75 per month

### **Travel / Non-Resident League**

\$500 for up to 3 months

Includes up to 3 practice days per week and 1 weekend game day per week

Additional months: \$100 per month

### **Full-Week Exclusive Use (one field only)**

Resident: \$500 for 3 months

Non-Resident / Travel: \$750 for 3 months

Includes 7 days per week exclusive use

### **Single-Use Rental**

\$65 per hour

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## **Baseball & Softball Fields**

### **Resident Youth Sports Leagues**

#### **Weekday Season Use**

\$300 for up to 3 months (any 3 weekdays per week)

Additional months: \$75 per month

#### **Weekend Use**

\$25 per game

\$50 half day (9 AM–1 PM or 1 PM–5 PM)

\$100 full day

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### **Travel, Non-Resident, and Adult Leagues**

#### **Weekday Season Use**

\$500 for up to 3 months (any 2 weekdays per week)

Additional months: \$100 per month

#### **Weekend Use**

\$40 per game

\$100 half day (9 AM–1 PM or 1 PM–5 PM)

\$200 full day

# Baseball/Softball Field Use Calendar Request/Fee Calculator

## Season Fee

The season fee covers weekday field use only (Monday–Friday).

Resident youth leagues may use the field up to **three weekdays per week**.

Travel, non-resident, and adult leagues may use the field up to **two weekdays per week**.

**Weekend use is not included** and must be calculated separately below.

## Weekday Use (Monday–Friday)

Start Date: \_\_\_\_\_ Weekdays Requested (Circle Requested Days): M  Tu  W  Th  F

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Base 3-Month Fee: \$ \_\_\_\_\_  
Additional Months: \_\_\_\_\_  $\times$  \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Season Subtotal: \$ \_\_\_\_\_

## Weekend Use (Saturday–Sunday)

Dates: \_\_\_\_\_ Type (Game / Half Day / Full Day): \_\_\_\_\_  
Dates: \_\_\_\_\_ Type (Game / Half Day / Full Day): \_\_\_\_\_

A **game** is a single scheduled game.  
A **half day** is 9:00 AM–1:00 PM or 1:00 PM–5:00 PM.  
A **full day** is one full weekend day.

## Weekend Fees

### Resident Youth Leagues

\$25  $\times$  \_\_\_\_\_ games = \$ \_\_\_\_\_  
\$50  $\times$  \_\_\_\_\_ half days = \$ \_\_\_\_\_  
\$100  $\times$  \_\_\_\_\_ full days = \$ \_\_\_\_\_

Resident Weekend Subtotal: \$ \_\_\_\_\_

### Travel / Non-Resident / Adult Leagues

\$40  $\times$  \_\_\_\_\_ games = \$ \_\_\_\_\_  
\$100  $\times$  \_\_\_\_\_ half days = \$ \_\_\_\_\_  
\$200  $\times$  \_\_\_\_\_ full days = \$ \_\_\_\_\_

Travel / Adult Weekend Subtotal: \$ \_\_\_\_\_

## TOTAL FEE

Season Fees: \$ \_\_\_\_\_  
Weekend Fees: \$ \_\_\_\_\_

Total Fee Due: \$ \_\_\_\_\_

# Multi-Purpose Field Use Calendar Request/ Fee Calculator

**Requested Start Date:** \_\_\_\_\_

## Seasonal Fee

The season fee includes **up to three weekday practice days per week (Monday–Friday)** and **one weekend game day per week** during the rental period.

Full-week exclusive use includes **seven days per week** on one designated field.  
Single-use rentals are billed by the hour and do not include recurring access.

## Requested Days

Weekdays (circle 3): M Tu W Th F

Weekend Day (circle 1): Sat Sun

Resident Youth — \$300 for first 3 months

Additional months: \_\_\_\_\_  $\times$  \$75 = \$ \_\_\_\_\_

Travel / Non-Resident — \$500 for first 3 months

Additional months: \_\_\_\_\_  $\times$  \$100 = \$ \_\_\_\_\_

Full-Week Exclusive Use

Resident — \$500 for 3 months

Non-Resident — \$750 for 3 months

Season Subtotal: \$ \_\_\_\_\_

*(Season fee includes up to three weekdays per week and one weekend game day.)*

**Single-Use Date:** \_\_\_\_\_

Hourly rate: \$65

Total hours requested: \_\_\_\_\_

Hours  $\times$  \$65 = \$ \_\_\_\_\_

Hourly Subtotal: \$ \_\_\_\_\_

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## TOTAL MULTI-PURPOSE FIELD FEE

Season Fees: \$ \_\_\_\_\_

Hourly Fees: \$ \_\_\_\_\_

**Total Fee Due:** \$ \_\_\_\_\_