



**TOWN OF ONONDAGA**  
**PARKS & RECREATION**  
4834 Velasko Road, Syracuse, NY 13215

## TOWN OF ONONDAGA RESIDENT PARK PERMIT 2025

ORGANIZATIONS: THE ORGANIZATION (NOT THE PERSON APPLYING FOR THE PERMIT) NEEDS TO BE BASED IN THE TOWN OF ONONDAGA.

ORGANIZATIONS ARE REQUIRED TO PROVIDE A CERTIFICATE OF INSURANCE NAMING THE TOWN OF ONONDAGA AS ADDITIONAL INSURED.

TEAMS/SPORT ASSOCIATIONS: 50% OF ROSTER(S) NEED TO BE TOWN OF ONONDAGA RESIDENTS.

INDIVIDUALS: PROOF OF RESIDENCY MAY BE **REQUIRED** AT THE TIME OF APPLICATION. EX: DRIVER'S LICENSE, UTILITY BILL, ETC.

APPLICANT (ON SITE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
# STREET CITY ZIP

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

DAY OF WEEK/DATE: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**8 HOUR MAXIMUM BETWEEN: 9AM-7:00PM**

I will be responsible for loss or damage. I agree to hold harmless the Town of Onondaga, its officers, and employees, in any claim of personal injury or property damage in any way arising from the use of this facility. I have read the rules on the reverse side and agree to abide by them. I also verify that I am 21 years of age or older.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### SELECT PARK:



KELLEY BROTHERS  
MAXIMUM 75



KING MEMORIAL  
MAXIMUM 100



HOWLETT HILL  
MAXIMUM 75



A.J. SANTARO  
MAXIMUM 150

### FACILITY FEES: DUE AT TIME OF RESERVATION

1-75 PEOPLE	\$100 FEE PLUS \$100 SECURITY DEPOSIT = \$200	
76-150 PEOPLE	\$125 FEE PLUS \$100 SECURITY DEPOSIT = \$225	

ATHLETIC FIELD	\$25/HOUR	
FIELD LINING	\$35 SOFTBALL / \$75 SOCCER / \$90 LACROSSE / \$300 FOOTBALL	
TENNIS COURTS/ PICKLEBALL	\$10/HOUR	
ELECTRICITY	\$25 AVAILABLE ONLY @KING/SANTARO	
CATERER	\$50 ONLY IF SPECIAL PROVISIONS ARE NECESSARY. SEE RULE #5 ON BACK	
SPORTS EQUIPMENT RENTAL	\$20 (COULD INCLUDE KICKBALL, SOCCER BALL, BASES, JUMP ROPES, TENNIS, VOLLEYBALL, LADDER BALL)	

### TOTAL DUE:

**IF THE PERMIT DATE IS WITHIN 2 WEEKS OF THE APPLICATION DATE ALL FEES MUST BE PAID BY CASH ONLY....NO CHECKS OR CREDIT CARDS.**

**THE SECURITY DEPOSIT WILL BE REFUNDED WITHIN 30 DAYS OF THE EVENT. VIOLATIONS TO THE RULES INCLUDING FAILURE TO REMOVE TRASH WILL RESULT IN FORFEITURE OF FULL DEPOSIT.**

**TOWN OF ONONDAGA PARK RULES**

VIOLATIONS WILL RESULT IN FOREITURE OF SECURITY DEPOSIT

**NO SMOKING IN PARKS.**

**NO alcoholic beverages are allowed in parks.**

All trash is to be cleaned up and "**CARRIED OUT.**"

**ABSOLUTELY NO CONFETTI** is allowed regardless of form (inside balloons, table scatter, poppers, etc.)

**Vehicles must be left in parking lots** - NO driving is permitted to pavilions *unless necessary for a caterer, with prior approval.* The caterer is required to provide a certificate of insurance, naming the Town of Onondaga as additional insured.

Snowmobiles, mini-bikes, golf carts and ATVs are prohibited.

NO open fires, except in designated grills.

NO food or drink on court surfaces.....NO glass bottles/containers.

NO DOGS are allowed.

Park hours: 9AM-7PM with a Maximum of 8 hours

Vehicles left in the park and locked in can be removed the next morning at 9:00 AM

Your permit DOES NOT give you exclusive rights to the whole park!

The applicant will be charged for any damage/loss.

Absolutely NO loud music or anything utilizing speakers at anytime.

Our parks are located in residential areas, and we will respect the rights of our residents.

NO inflatable apparatus or dunk tanks are allowed.

NO pony rides/horseback riding allowed.

NO additional grills (gas or charcoal) are allowed to be brought in.

NO generators or unauthorized use of power cords.

NO *staked* tents...pop-up gazebo types are acceptable.

Do not use staples or thumbtacks for table covers.

If you have read this far, we apologize for all the rules, but you can't believe what people do 😊

**CANCELLATION/REFUND POLICY:**

*FULL REFUND* MINUS \$10.00 ADMINISTRATIVE FEE IF CANCELLED TWO WEEKS IN ADVANCE.

*NO REFUND* IF CANCELLED LESS THAN TWO WEEKS IN ADVANCE OR FOR INCLEMENT WEATHER.

.....  
OFFICE USE ONLY

ON CALENDAR: **DAY / DATE:** \_\_\_\_\_

VOUCHER DONE: \_\_\_\_\_

PARK: \_\_\_\_\_ FEE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

APPLICANT/MAILED DATE: \_\_\_\_\_ INSURANCE \_\_\_\_\_

ATTENDANT/E-MAILED DATE: \_\_\_\_\_ ELECTRICITY \_\_\_\_\_

WEEKDAY PERMITS (RICH)/ DATE: \_\_\_\_\_