



Village of East Syracuse

204 North Center Street, East Syracuse, NY 13057

Tel: 315-437-3541 Fax: 315-463-2150

Mayor

Lorene Dadey

Deputy Mayor

Mary Albanese

Trustees

Carol Para

Shawn Plourde

Robert Tackman

Justice

Margeret Driscoll

Village Clerk

Jennifer Scafidi

Parks & Recreation

Thomas Richardson

DPW Superintendent

Randy Hughson

Code Enforcement

Christopher Shields

Fire Chief

Paul Haynes

To Whom it May Concern,

Thank you for renting out the **Fred J. Ray Pavilion** at Ellis Field Park. I have enclosed a copy of your contract. Please note that the pavilion you have rented is located at **the far end of Ellis Field Park**. There is an entrance you may use on McCool Ave, near the pavilion. Also, please look over the terms of use. Rules will be strictly enforced. If you have any questions call me at 315-952-0038. There will be a supervisor in the park on the day of your rental if you happen to need anything.

We hope you enjoy your outing at Ellis Field Park!

Sincerely,

Thomas Richardson

Tom Richardson

Recreation Director

I acknowledge that I am renting out the pavilion at the far end of the Park. (Fred J. Ray Pavilion)

Name: _____

Signature: _____

When paying for the use of the Fred J Ray Memorial Pavilion 2 transactions will take place.

Rental Fee – Cash, check or money order (fee only)

Security deposit – \$100.00 must be paid for by **separate check or cash** . If all the conditions listed below are met. Deposit will be returned – original \$100.00 check will be mailed. Cash can be picked up in person Monday – Friday 8:00 – 4:00 pm.

alcohol, smoking or vaping will not be permitted on park grounds. Park Supervisor will enforce this policy. Non-compliance will result in loss of security deposit and possible suspension of rental.

2026 Application for rental of
Fred J Ray Memorial Pavilion at Ellis Field Park

500 McCool Ave, East Syracuse NY 13057

Date Application: _____ Rental Fee Amount Due _____ (security deposit due) \$100.00

Rental Date Requested: _____ Time: ____ 9:00^{am} – 2:00^{pm} ____ 3:00^{pm} – 8:00^{pm} ____ All Day

Individual/Organization Applying: _____

Event or Activity: _____ Number Attending: _____

Contact Person (on site day of event): _____

Address: _____ Email Address: _____

Phone Number (best reached): _____ Emergency Contact: _____

Is Applicant a resident of Village of East Syracuse? _____ Yes _____ No

Return Security Deposit - if paid by check, deposit will be mailed. If paid by cash- renter must come in person to Village office between 8:00 – 4:00 pm Monday – Friday) to pick up deposit.

Name _____ Phone _____

Address _____

Pavilion Inspection after rental Supervisor _____ (initials) Responsible Party _____ (initials)

Reason for Loss of Security Deposit _____

Rental Rates

Fee and Security Deposit due at the time of Reservation.

Rental Time	Village Resident	NON – RESIDENT	NON FOR PROFIT	Security Deposit
Half Day	\$50	\$100	Weekends (Sat – Sun) \$25/\$40	\$100.00
All Day	\$100	\$150	Weekdays - Free	\$100.00

TERMS OF USE

1. Pavilion may be reserved Sunday – Saturday (9am-8pm) full day, or (9am-2pm) (2pm-8pm) half day.
2. **Facility must be left in order and clean or security deposit may be retained.**
3. **To receive a security deposit back the following steps must be taken:**
 - a. **All garbage must be put in green trash containers against fence, including trash in containers under pavilion and all trash on pavilion grounds. Do not put trash in metal can near the grill. This container is for ashes only.**
 - b. At the conclusion of the rental, the Park supervisor will do a routine inspection of the Pavilion area. If satisfactory the supervisor and the party responsible will sign the rental agreement form. **The security deposit will be sent out by mail if paid by check. If cash was used for the deposit the renter must pick up cash at Village office (204 N Center Street, M – F between 8:00 – 4:00 pm.**
4. No one under 18 years of age is permitted to reserve facilities.
5. **Alcoholic beverages are prohibited on park grounds.**
6. **No smoking or vaping on Park grounds**
7. Music is permissible but must be controlled. A Village of East Syracuse representative may require the elimination of music if it too loud.
8. No pets allowed at Ellis Field Park.
9. A Charcoal grill is provided at Pavilion. Additional grills (& propane tanks) are prohibited.
10. If picnic tables are moved, they must be returned to their original location.
11. A certificate of insurance is required for bounce house, dunk tank etc.
12. **Fees are Non-refundable unless cancellation is made at least 2 weeks prior to scheduled usage.**
13. Person listed on this form and signing below as representing above named group is legally responsible for any & all actions of group members while they are in a Village of East Syracuse facility. This person will be held financially responsible & liable for any damage to Park property caused by a member of their group.

I, _____, hereby request reservation of the Village of East Syracuse Facility named above, for the dates, times and purpose shown. I certify that I understand and agree to the terms of use. I further agree to hold harmless the Village of East Syracuse, its officers & employees, in any claim of personal injury or property damage in any way arising from use of this facility

Permit Holder's Signature _____ Date: _____

For Office Use Only

Total Paid _____ Date: _____ Receipt # _____

Notes _____
