



BYRON W. BROWN  
MAYOR

**CITY OF BUFFALO**  
DEPARTMENT OF  
**PUBLIC WORKS, PARKS & STREETS**  
**DIVISION OF PARKS & RECREATION**



MICHAEL J. FINN, P. E.  
COMMISSIONER

ANDREW R. RABB  
DEPUTY COMMISSIONER

**PARKS ATHLETIC FACILITY APPLICATION**

The City of Buffalo Division of Parks & Recreation issues numerous athletic permits annually. As we strive to better serve the citizens of Buffalo, as well as those who visit here, efficient administration and coordination of permits continues to be our priority. Please read the below information to help with the application process.

**GENERAL INSTRUCTIONS:**

1. Please call (716) 851-9694 or visit the Division of Parks and Recreation office between 8am – 4pm weekdays, to make sure the dates and location you request are available. **Please note:** Dates are not secured until payment, schedule and insurance is received.
2. Please complete the required Application on the back of this form and return to our office at minimum 10 business days prior to your event with payment specified (check or money order only) payable to: **CITY OF BUFFALO**.
3. A **COPY OF YOUR LEAGUE SCHEDULE** must be provided with completed application.
4. Proof of proper insurance coverage is required, \$1,000,000 general liability naming City of Buffalo as additional insured. If you are using a City Olmsted park, you must also list the Buffalo Olmsted Parks Conservancy as additional insured.
5. Please sign and date the required Hold Harmless Agreement, which must be completed and returned to this office in order to receive permit.
6. Permits will be mailed to you, or you may also visit our office at the following address:

**City of Buffalo Division of Parks & Recreation**  
**65 Niagara Square, City Hall - Room 505**  
**Buffalo, NY 14202**  
**Phone: (716) 851- 9694**  
**Fax: (716) 851- 5200**

Regular maintenance of the field and permission to play begins only when all of the above is received. Each organization granted a permit for use of a City park is directly responsible for clean-up immediately following their event.

**FEES**

Youth League	No Fee
Adult League (Daily)	\$35 per team
Adult League (Seasonal)	\$200 per team
Adult League (Tournament)	1 day - \$100; 2 days - \$150
Tennis (Seasonal)	\$500

*(Application Form on Back)*



**HOLD HARMLESS AGREEMENT  
FOR CITY OF BUFFALO, BUFFALO CITY PARKS,  
SPECIAL EVENTS AND PARADE PERMITS**

By accepting a CITY OF BUFFALO, BUFFALO CITY PARKS, SPECIAL EVENTS AND OR PARADE PERMIT, the undersigned PERMIT HOLDER hereby agrees to defend, indemnify and hold harmless the CITY OF BUFFALO, its officers, and employees, against any and all claims, lawsuits, causes of action, judgments, or other liability, arising from injury to person or property, sustained by any person, association, partnership, corporation, or other entity, arising directly or indirectly from the acts or neglect of the PERMIT HOLDER, its officers, agents, employees, or members, participants, guests, invitees, or persons under the control of the PERMIT HOLDER.

In furtherance of the foregoing indemnification, the PERMIT HOLDER also hereby agrees to provide evidence (in the form of an ACORD certificate of liability insurance) of an insurance policy of general liability insurance and agrees to maintain said general liability insurance policy in force during the life of the permitted event. Said policy of insurance will protect against liability arising from all matters in connection with the permitted event and or in any way relating to PERMIT HOLDER'S activities in connection therewith. Said policy of general liability insurance coverage will be in the sum of at least \$1,000,000 per occurrence (or higher amount at the discretion of the City permitting office).

The City of Buffalo shall be named as certificate holder and shall also be named as an additional insured under the general liability insurance coverage (with the permitted event being set forth or described in the description of operations box of the certificate of insurance). In the event the permitted event is to be held in a City Olmsted Park, the City may require that Buffalo Olmsted Park Conservancy be also added as an additional insured and as an indemnitee.

At its own expense, the PERMIT HOLDER shall defend any and all causes of action, lawsuits or claims brought against the CITY OF BUFFALO, its officers or employees.

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Name of Permit Holder

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Name of Signer

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Title (If Holder is not an individual)

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Mailing address (city, state, zip)

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Telephone number

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Signature/Date