

# FACILITY-USE USE APPLICATION

## KATONAH SHELTER FIREPLACE at Katonah Memorial Park

This application must be submitted to the Town of Bedford Recreation & Parks Department office at least seven days prior to the planned usage date. Please read the facility-use guidelines, including insurance requirements. **Please note: alcohol on any Town of Bedford owned property is only allowed if a permit is obtained from the Town Clerk's office prior to the date of the event.** The Alcohol Beverage Permit application is available at the Recreation and Town Clerk's office.

**Fee:** Suggested donation to the Katonah Memorial Park Association (KMPA) is \$25

<b>APPLICANT INFORMATION</b>		
Name of Resident/Organization:		
Full Address:		
Home Phone:	Cell Phone:	Email:
Person in charge of event:	Cell Phone:	Email:

<b>EVENT INFORMATION</b>		
Week Day and Date of Event	Date of Event (indicate <b>ALL</b> program dates)	Type of Function:
<b>Time of event</b> <b>Include time for:</b> <b>Start:</b> _____ am/pm      set up and <b>End:</b> _____ am/pm      break down	Anticipated total in attendance:	<input type="checkbox"/> All adults (over age 21) <input type="checkbox"/> Adults and children
Equipment needed to be made available for your use (tables, chairs, etc.):		
<input type="checkbox"/> <b>Alcohol</b> – must obtain permit from Town Clerk, ask for permit application		

*The above named person, on behalf of the resident/organization, agrees to all facility-use guidelines as described:*

\_\_\_\_\_ \_\_\_\_\_

*SIGNATURE OF APPLICANT* *DATE*

<i>Recreation Use Only</i>	
Date Received: _____	Donation: <input type="checkbox"/>
<b>MISC. INFO:</b> _____	
Approved by the SUPERINTENDENT OF REC & PARKS: <input type="checkbox"/>	DATE: _____

# FACILITY-USE USE GUIDELINES

## KATONAH SHELTER FIREPLACE at Katonah Memorial Park

Use of the Katonah Shelter fireplace is by permit only with a 4-hour limit, unless additional time is approved by the Superintendent of Recreation and Parks; approved time will be noted on the permit.

1. Permit holder must be present at all times and must be 21 years of age or older



2. You will need to pick up a key to unlock the fireplace and a Fireplace Utility Bag which contains a first aid kit, gloves, flashlight and fire extinguisher at the Recreation office a day or so prior to your event. All items must be returned with the key within 48 hours of the date of use.

3. The fire extinguisher should only be used in an emergency and should **never** be used to put out the fire at the end of the event.

4. The permit holder is responsible for providing all supplies, wood, kindling, Dura Flame fire starter bricks, newspaper, matches etc. The use of accelerants is **NOT** permitted. Only seasoned dry wood should be used to minimize smoke within the shelter. Using wood from the wooded areas within the park is **NOT** permitted. Leaves should not be used to start a fire.

- Logs should be 30" in length or less
- **Note:** Many local food stores and hardware stores sell pre-bundled wood/starter kindling

5. There are fireplace "tools" provided to move and set logs.

6. Please be aware there is **no** damper on the fireplace.

7. After the fire is established please place the fireplace screen in front of the opening.

8. There are three 6' benches that can be used to "sit" around the fireplace area. Please **DO NOT** move the wooden picnic tables near the fireplace.

9. After the fire has burnt down, place all fireplace tools and screen inside the fireplace as found before the doors are secured and locked at the end of your use. Be sure to remove all unused wood, kindling and newspaper.

10. **NEVER** place hot coals, ash, burnt logs from the fireplace in the plastic trash cans located within or around the shelter.

11. All ash, burnt logs and debris left in the fireplace will be removed as needed by the Recreation and Parks staff during regular work hours Monday through Friday.

12. The fireplace ceiling light switch can be located on the pole to the right of the steps leading down to the fireplace. The shelter area light switch is to the right of the fireplace by the electrical panel (white switch). Electrical receptacles are located on either end of the shelter 5' above the floor.

13. In the event of an emergency call **Bedford Police at 241-3111**. Explain the emergency and provide the location as the **Katonah Shelter in Katonah Memorial Park off Wildwood Road**.

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