



## REVOCABLE LICENSE FOR USE OF MUNICIPAL FACILITIES IN THE CITY OF SARATOGA SPRINGS

This License Agreement, dated the \_\_\_\_\_ day of \_\_\_\_\_, 2015, is entered into between the City of Saratoga Springs, 474 Broadway, Saratoga Springs, New York, 12866 (hereinafter "City") and \_\_\_\_\_ (along with any member of Licensee's group, members, officers, agents, employees, or any guest, collectively, hereinafter "Licensee"), who hereby agree as follows:

**Licensee Group Name:** \_\_\_\_\_

**Licensee Address:** \_\_\_\_\_

**Licensee Primary Contact for This Agreement:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Licensee Telephone No.:** \_\_\_\_\_ **Licensee Fax No.:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**City Facility to be Leased:** \_\_\_\_\_ **Rate:** \_\_\_\_\_

**Payment Schedule:** (Please note that non payment of any fee, cost or change shall result in the immediate termination of this agreement. New licensees must make their initial payment prior to the first scheduled time.) \_\_\_\_\_

This Revocable License Agreement shall not grant to the Licensee the exclusive use of the City property. The provisions of Paragraphs 3 and 4, regarding insurance and indemnification, shall survive the termination of this Revocable License Agreement. Licensee may not assign this Revocable License Agreement or its right, title, or interest thereto without the prior written consent of the City. No modification or amendment of this Revocable License Agreement shall be valid unless in writing and signed by the City. In entering into this Revocable License Agreement Licensee acknowledges and agrees that nothing herein shall be construed as creating any right or ownership interests in the City property. This Revocable License Agreement shall solely constitute permission to Licensee to gain access to the City property at the times and for the purposes set forth herein.

1. **ASSIGNMENT:** This Agreement cannot be assigned by the Licensee without the express written consent of the City.
2. **CANCELLATIONS:** Licensee is required to provide ten (10) business days notice of any cancellation, otherwise time shall be billed at the regular rate. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Licensee of any provision of this Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.
3. **TIMES AND DATES:** Licensee shall finish at or before their scheduled time. This includes removing all supplies, personal property and equipment. Licensee must vacate the premises within thirty (30) minutes after their scheduled time has ended. An overtime staff fee of one (1) hour shall be added to Licensee's fee for any overtime incurred as a result of a breach of the terms of this paragraph. The charge shall be made in 15 minute increments until the organization is off the premises.
4. **VENDOR SALES:** Licensee shall not vend, or allow vendors, to sell or take orders for products or services, including, but not limited to, food, equipment, souvenirs or related items, on the premises without first having obtained the prior written permission of City and obtained permits as necessary.
5. **ALCOHOLIC BEVERGES:** No alcoholic beverages are allowed on City grounds without prior written approval from City. Illegal drugs are not permitted on City grounds at any time. Violation of these conditions shall be cause for immediate revocation of this License Agreement.
6. **PROGRAM INFORMATION:** Licensee shall provide a statement detailing the program and plans of the proposed gathering to accompany this Revocable License Agreement. Licensee must provide a representative who shall be identified in advance and shall be on-site during the entire event, and who shall be responsible for each activity scheduled.
7. **INDEMNIFICATION:** The Licensee assumes all risks in the performance of all its activities authorized by this Agreement. Licensee shall reimburse the City for any and all damage or injury to any real or personal property of the City that may arise, directly or indirectly, from the negligence, acts, or omissions of the Licensee. The Licensee hereby covenants and agrees to defend, indemnify and hold harmless the City of Saratoga Springs, NY; its elected and/or appointed officials, officers, agents, employees and assigns against all liabilities, claims, suits, actions, judgments, costs, expenses, demands, losses, damage or injury, arising out of this agreement, of whatsoever kind and nature including death or injury to person, damage or loss of property, all attorneys' fees and other costs of investigating and defending against such claims, liabilities, losses, damages, expenses, accidents or occurrences. The Licensee shall be responsible for such liabilities that arise at any time prior to termination of this Agreement, whether direct or indirect, and whether caused or contributed to by the Licensee, its contractors, subcontractors, agents, or employees. The Licensee's responsibility under this section shall not be limited to the required or available insurance coverage.

Licensee \_\_\_\_\_/Date \_\_\_\_\_ City \_\_\_\_\_/Date \_\_\_\_\_

8. **INSURANCE:** Licensee shall provide a Certificate of Insurance naming the City of Saratoga Springs and, where applicable, the Saratoga Springs School District as an Additional Insured on a primary and non-contributory basis provided by endorsement in the form of CG20, CG26 or their equivalent evidencing Commercial General Liability: \$1,000,000 per occurrence \$2,000,000 aggregate including completed products and operations and personal injury liability insurance and One Million Dollars (\$1,000,000) Excess Insurance must both be provided upon execution of this agreement. The Certificate naming the City of Saratoga Springs as Additional Insured on a primary and non-contributory basis provided by endorsement in the form of CG20, CG26 or their equivalent shall be addressed to the attention of: Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866. The insurance must be from an insurer that has an A.M. Best Rating of "A-" or better and is admitted in the State of New York. The Certificate naming the Saratoga Springs School District as an Additional Insured on a primary and non-contributory basis provided by endorsement in the form of CG20, CG26 or their equivalent should be addressed to the Business Manager, Saratoga Springs School District, Three Blue Streak Boulevard, Saratoga Springs, NY 12866. Licensee acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to City.

9. **SPECIAL CONDITIONS:**

- a. A \_\_\_\_\_ deposit against damage must be payable to the Commissioner of Finance paid to the Department with the agreement. Any portion thereof not needed to repair damage shall be returned to Licensee in accordance with City policy.
- b. No domestic animals or pets shall be permitted on City grounds. Service animals are allowed.
- c. Licensee shall not make or permit any disturbing noises on the premises. Licensee shall not interfere with the rights, comfort, or convenience of other licensees.
- d. IN CASE OF AN EMERGENCY – DIAL 911. Medical staff and Emergency First Aid Treatment are NOT provided by the City. Emergency help can be summoned if needed. If required, arrangements should be made by Licensee to have appropriate personnel on the grounds.
- e. Rest Rooms and other facilities shall not be used for any purposes other than those for which they were intended. The cost of repairing any damage resulting from misuse of any Rest Rooms or other facilities shall be paid for by Licensee.
- f. Nothing shall be attached to, or hung from, the interior or exterior of any building without prior written approval of the City.
- g. No vehicle belonging to Licensee shall be parked in any area except those specifically designated for parking. Arrangements for unloading and loading any belongings or materials brought into the City grounds shall be made, along with any "Special Parking" needs, by the Facilities Manager. No vehicle shall be operated other than on established roads and driveways.
- h. No open flames shall be allowed on the premises.
- i. This Revocable License Agreement shall not grant to the Licensee the exclusive use of the City property.
- j. All trash and garbage must be carried out by Licensee. All deep fryer oil is the sole responsibility of the organization and MUST BE PROPERLY DISPOSED OF AT THE END OF EACH DAYS USE.
- k. If your organization shall be providing food or operating a concession stand or any concession, your organization must obtain a New York State Department of Health Permit. Permits can be obtained through the New York State Department of Health Glens Falls District Office, 77 Mohican Street, Glens Falls, New York 12801 (518) 793-3893 or fax # (518) 793-0427. Original permits must be posted conspicuously during operation.
- l. Licensor does not provide CD players or music. Any CD player and connectors provided by Licensee must be compatible with the existing City Music Systems within each recreation facility. Licensee is solely responsible for security and storage. There is no PA System or Music System at the Recreation Fields or Saratoga Springs Recreation Center. Licensee hereby warrants that it owns or has permission to use any copyrighted music and agrees to defend, indemnify and hold Licensor and its Agents and Employees harmless against any and all claims, losses, damages or liabilities, including reasonable legal or other expenses incurred in connection with the defense of any actions, relating to the infringement or alleged infringement of copyright.

This Revocable License Agreement can be revoked by the City for any violation of it's terms and/or conditions hereof by Licensee in which event Licensee shall vacate the City premises within one (1) hour upon receipt of verbal or written notice of such termination.

No failure or delay on the part of the City in exercising any right, power or remedy hereunder shall operate as a waiver thereof. No single or partial exercise of any such right, power or remedy shall preclude any other or further exercise thereof or the exercise of any other right, power or remedy. The remedies provided for herein are cumulative and are not exclusive of any remedies that may be available to any party at law or in equity or otherwise.

This Agreement shall be governed and construed under the laws of the State of New York, the location where this Agreement was accepted to by "Licensee". The Licensee agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this contract. The City and the Licensee hereby irrevocably consents to the personal and subject matter jurisdiction of the federal and state courts of the State of New York.

**DESIGNATED AGENTS:**

**OF LICENSOR:**

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

**OF LICENSEE:**

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Licensee/Applicant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website: \_\_\_\_\_ Purpose for Use: \_\_\_\_\_

**Select all SITES that apply** \_\_\_\_\_ **OTHER (specify site and facility)** \_\_\_\_\_

\_\_\_ Weibel Ice Rink \_\_\_ Vernon Arena \_\_\_ North Side Rec. Field \_\_\_ Hawthorne Courts  
\_\_\_ Veterans Memorial Park (formerly Geysler Park) \_\_\_ East Side Rec \_\_\_ West Side Rec \_\_\_ Recreation Center

**Select all FACILITIES that apply**

\_\_\_ Playground \_\_\_ Interactive Spray Fountain \_\_\_ Tennis Courts (#)\_\_\_ \_\_\_ Outdoor Basketball Cts(#)  
\_\_\_ Softball Diamond \_\_\_ Softball D #1 \_\_\_ Softball D #2 \_\_\_ Softball D #3 \_\_\_ Softball D #4  
\_\_\_ Baseball Diamond \_\_\_ Jim King Diamond \_\_\_ Big ES Baseball Field \_\_\_ Jim King Outfield  
\_\_\_ LL Major \_\_\_ LL Minor \_\_\_ LL Bantam \_\_\_ LL T-ball \_\_\_ Soccer Field \_\_\_ Football Field  
Junior High Court\* \_\_\_ Court 1 \_\_\_ Court 2 \_\_\_ Court 3 \_\_\_ Court 4  
Collegiate Courts\* = two Jr. High Courts \_\_\_ Collegiate Court 1 = JR CT1/2 \_\_\_ Collegiate Court 2 = JR CT 3/4  
\_\_\_ Conference Room \_\_\_ Game Room (not exclusive) \_\_\_ Kitchen/Concession Stand

Primary Contact Person's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone Numbers: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Fax) \_\_\_\_\_  
(Cell Phone #): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Scheduler's Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone Numbers: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Fax) \_\_\_\_\_  
(Cell Phone #): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Billing Contact Person's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone Numbers: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Fax) \_\_\_\_\_  
(Cell Phone #): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Dates and Hours Requested including but not limited to Practices & Games Schedule (Attach additional pages as needed: \_\_\_\_\_  
\_\_\_\_\_

List all required amenities:  
\_\_\_ Electricity \_\_\_ PA System (Ice Rink) \_\_\_ Sideline Markers (Fields)  
\_\_\_ Scoreboard \_\_\_ field lights \_\_\_ rest/locker rooms \_\_\_ Concessions  
\_\_\_ Penalty Boxes \_\_\_ Scorekeepers/Announcer box \_\_\_ Referee Room  
\_\_\_ Other (Please specify) \_\_\_\_\_

**Are you charging for admission? What will funds be used for?** \_\_\_\_\_

**TO BE COMPLETED BY CITY PERSONNEL:**

**Certificate of Insurance attached:** YES \_\_\_ NO \_\_\_

**Fees Charged:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Initial Deposit Amount:** \_\_\_\_\_

**Schedule Attached:** YES \_\_\_ NO \_\_\_

**City Personnel Signature/Date:** \_\_\_\_\_



*CITY'S INSURANCE REQUIREMENTS*  
**CERTIFICATE OF LIABILITY INSURANCE**

OP ID: NW

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  CONTACT NAME: PHONE (A/C. No. Ext.): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:  <b>INSURER</b>  <div style="font-size: 2em; text-align: center;"><i>YOUR ORGANIZATION'S INFO HERE</i></div>	FAX (A/C. No.):  INSURER(S) AFFORDING COVERAGE: _____ NAIC # _____ INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
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**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER (Y/N/D)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

*City of Saratoga Springs is an Additional Insured on a primary and noncontributory basis as required by written Contract. Attach CG 20/26 to this form.*

<b>CERTIFICATE HOLDER</b>  CITY SARATOGA SPRINGS OFFICE RISK AND SAFETY 474 BROADWAY SARATOGA SPRINGS, NY 12806	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Reneath W. Gray</i>
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## City of Saratoga Springs' Indoor Recreation Center Gym Rules

Be respectful of your fellow community members.

Children must be supervised at all times.

Activities must end promptly as scheduled.

This is a Tobacco Free Recreation facility.

Alcohol is strictly prohibited.

Backpacks and/or bags are subject to inspection.

Food, drinks, or gum are not allowed in the gym except water in a clear bottle.

Participants are not allowed in the Recreation Center barefoot and must wear shirts at all times.

Proper athletic shoes must be worn for each sport played.

Please carry in a change of sneakers.

Roughhousing and bad behavior will not be tolerated.

Cleats or marking soled shoes are not allowed.

The throwing of rice, confetti or similar material is prohibited.

Balloons are strictly prohibited.

The City reserves the right to remove anyone who fails to follow these rules of conduct.

Privileges may be suspended if rules are violated.

## City of Saratoga Springs' Indoor Recreation Center Outside Site Rules

Be respectful of your fellow community members.

Children must be supervised at all times.

Alcohol is not allowed on the premises.

Backpacks and/or bags are subject to inspection.

Roughhousing and bad behavior will not be tolerated.

Obey the posted speed limits.

Pedestrians have the right of way.

Park in designated areas only.

Barbecue grills and/or open fires are not allowed.

Organized activities require permission from the City.

No trespassing after hours.

This is a Tobacco Free Recreation Site.

The City reserves the right to remove anyone who fails to follow these rules of conduct.

## City of Saratoga Springs - Interactive Water Play Fountain Rules

*Hours of Operation 10AM to dusk*

- NYS Sanitary Codes are strictly enforced
- Children must be supervised by an adult.
- Children who are not toilet trained must wear a swim diaper covered by rubber pants
- Bathing suits must be worn at all times
- Horseplay is prohibited
- No inflatable objects, bubbles or balls allowed
- Dangerous play is prohibited
- No animals in or near water park
- Service Animals are allowed
- Please walk – running is not allowed
- This is a Tobacco Free Recreation Site.
- No glass containers or food or beverages
- No Littering – Please utilize Trash receptacles provided
- Please brush off any sand, grass clippings, engineered wood fiber, etc. before entering
- No cleats, skateboards, bikes, scooters or skating
- Do not sit on spray heads or drains
- NYS Health Law prohibits urinating, discharge of fecal matter, spitting or blowing your nose into the spray area.

**City of Saratoga Springs**  
**RECREATION DEPARTMENT FEES - 2015: Recreation Center Rentals**

The following fees are the standard fees for facility rental and programs. We reserve the option to raise or reduce prices to meet competition.

<b>DESCRIPTION</b>	<b>FEES</b>
<b><u>Junior Court Rental Per Hour</u></b>	
City Residents / Not-for-Profits Inside the School District	\$ 45.00
School District Residents / Not-for-Profits Outside the School District	\$ 45.00
Non School District Residents & For Profit Organizations	\$ 65.00
<b><u>Collegiate Court Rental Per Hour</u></b>	
City Residents / Not-for-Profits Inside the School District	\$ 75.00
School District Residents / Not-for-Profits Outside the School District	\$ 75.00
Non School District Residents & For Profit Organizations	\$ 95.00
<b><u>Specialty Hourly Rate</u></b>	
To apply for the special hourly rate submit request to the recreation department	\$ 25.00
<b><u>Junior Court Lag Rates</u></b>	
Monday-Friday 8am-2:30pm, Non Vacation/Non Holiday Rate per Hour	\$ 25.00
Practices: March 1 - June 30 non tournament/non game/non scrimmage no setup/take down	\$ 30.00
Practices: July 1-Oct. 31 non tournament/non game/non scrimmage no setup/take down	\$ 25.00
<b><u>Rental Set Up/Take Down Fee-</u> per hour / per court as necessary</b>	
City Residents / Not-for-Profits Inside the School District	\$ 25.00
School District Residents / Not-for-Profits Outside the School District	\$ 25.00
Non School District Residents & For Profit Organizations	\$ 25.00
*Applies if rental requires set or take down	
<b><u>Kitchen / Concession Rental Per Hour</u></b>	
City Residents / Not-for-Profits Inside the School District	\$ 15.00
School District Residents / Not-for-Profits Outside the School District	\$ 15.00
Non School District Residents & For Profit Organizations	\$ 20.00
*Requires Rental of Multipurpose room. See rates below.	
*Max cost \$75 per day or \$100 per day	
<b><u>Multipurpose/Game Room/Racquetball Rental Per Hour</u></b>	
City Residents / Not-for-Profits Inside the School District	\$ 15.00
School District Residents / Not-for-Profits Outside the School District	\$ 15.00
Non School District Residents & For Profit Organizations	\$ 20.00
<b><u>Maintenance Fee</u></b>	
City Residents / Not-for-Profits Inside the School District	\$ 25.00
School District Residents / Not-for-Profits Outside the School District	\$ 25.00
Non School District Residents & For Profit Organizations	\$ 25.00
*Applies if rental requires excessive clean up	
<b><u>Batting Cages per hour</u></b>	
City Residents / Not-for-Profits Inside the School District	\$ 55.00
School District Residents / Not-for-Profits Outside the School District	\$ 55.00
Non School District Residents & For Profit Organizations	\$ 75.00
*The fee includes the use of 1 junior court	
<b><u>Tournament Fee</u></b>	
Per Junior High Court	\$ 1,000.00
Per Collegiate Court (2 Junior High Courts)	\$ 2,000.00
4 Junior Courts (Whole Gym), Kitchen, Multipurpose Room, and Game Room	\$ 4,000.00
*Fee includes starting Saturday morning and ending Sunday Evening. Times and days are negotiable	
*Fee includes scoreboards, player/coach chairs and tables	
*Overtime Fee per hour- Charged if scheduled more than 14 consecutive hours	\$ 45.00

**City of Saratoga Springs**  
**RECREATION DEPARTMENT FEES - 2015: Recreation Center Rentals**

The following fees are the standard fees for facility rental and programs. We reserve the option to raise or reduce prices to meet competition.

<b>DESCRIPTION</b>	<b>FEES</b>
<b><u>Tournament Payment Schedule</u></b>	
Non Refundable Deposit with Signed License Agreement- or 25% of total bill	\$ 250.00
Returned Check	\$ 25.00
<i>Final Balance due upon arrival, before function begins</i>	
<i>All additional required documents must be submitted two weeks prior</i>	
<i>Space will not be held until a signed license agreement has been submitted with your non refundable deposit</i>	
<i>Please submit schedule in writing to <a href="mailto:recreservations@saratoga-springs.org">recreservations@saratoga-springs.org</a></i>	
<i>Checks should be made payable to Commissioner of Finance and returned to:</i>	
<i>Saratoga Springs Recreation Center, 15 Vanderbilt Avenue, Saratoga Springs, NY 12866</i>	
<b><u>Special Events</u></b>	\$ Varies
Craft shows, flea markets, etc...Rate is based on Contractual Agreement	
<b><u>Special Notes:</u></b>	
Reciprocated Rates: The city will reciprocate a reduced rental rate for organization the city rents from. Such groups included but not limited to: Baseball, softball, adult basketball/volleyball/lacrosse, navy, kickboxing, inline hockey, and Boces.	
Daily Fees: Listed under Recreation Department Fees - 2014: Programs. Includes drop in rates, open gym, & programs	
Lag Rates and Multiple Court Rates available upon Request	
In a case of a conflict between user groups, the City of Saratoga Springs Recreation Department schedule will take precedence	
Late Payment Fees	\$ 25.00
For payments received more than 30days after billing date	