

VILLAGE OF BUCHANAN
RECREATION DEPARTMENT
236 TATE AVENUE
BUCHANAN, NY 10511

Betty ✓
Jeff ✓

REQUEST FOR USE OF VILLAGE FACILITY

ALL REQUESTS MUST BE RECEIVED 14 DAYS IN ADVANCE
REQUESTS FOR ALCOHOLIC BEVERAGES MUST BE RECEIVED 30 DAYS IN ADVANCE

Date: 3/10/12
Name of Individual Responsible: Helen McGuire
Name of Organization/Company: Pack 36 Boy Scouts
Address: FEL School
Phone No. (day): 914-293 0681 Approx. # of people attending (max) 100
Date(s) of event: 6/10/12 (Sunday) Time(s) 11 AM to 8 PM
(Pls. include set-up/clean-up time)
Brief Description of Event or Activity (incl. intended use/purpose, etc.): End of Year BBQ

Food or non-alcoholic beverages served? Yes No
Alcoholic beverages* (approximate description & quantity): _____
**only when authorized*

Please check facility requested:
Community Room Westchester Avenue Field
Pavilion Historical Room
Lent's Cove Field Municipal Pool
Tennis Courts Westchester Avenue Offices

Additional Requests:
Bathrooms Lights Other _____

**ALL FEES AND REIMBURSEMENTS ARE THE RESPONSIBILITY OF THE APPLICANT.
PLEASE READ THE ATTACHED FEE SCHEDULE ALONG WITH THE RULES &
REGULATIONS BEFORE SIGNING THIS APPLICATION.**

+
SIGNATURE OF APPLICANT: Helen McGuire

**Conditions of approval: Liability insurance policy required
(Certificate of Insurance must name the Village of Buchanan as insured)

AVAILABILITY: Yes No
SIGNED: Nancy Bayer (Caretaker / Recreation Supervisor)

APPROVAL: Kenneth Restrictions: _____
Date: 3/15/12 Insurance Certificate Rec'd. _____
Expiration Date _____

Key Issued to whom? _____ Returned? _____

****THE VILLAGE OF BUCHANAN RESERVES THE RIGHT TO RELOCATE
MEETING WITHIN FACILITY.**

Pack 36 – Boy Scouts of America

March 14, 2012

Helen McGuire
171 Tate Avenue
Buchanan, NY 10511

Village of Buchanan
Municipal Building
Tate Avenue
Buchanan, NY 10511

Dear Sir or Madam:

I have submitted an application for use of the Pavilion Picnic Area and field for Sunday, June 10th, 2012 for Pack 36 – Boy Scouts of America. We have used your facility for the past few years and a copy of our certificate of insurance is on file in your office.

We respectfully request that the village board waive the rental fee and allow our young scouts to enjoy your facility.

Thank you and best regards,



Helen McGuire on behalf of
Pack 36—Boy Scouts of America