



# TOWN OF GALWAY

SARATOGA COUNTY, NY  
ESTABLISHED 1792

P.O. Box 219  
Galway, NY 12074  
(518)882-6070

## APPLICATION FOR PAVILION USAGE

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Residency proof submitted \_\_\_\_\_ Date requested \_\_\_\_\_

Estimated number of individuals attending your event at the pavilion \_\_\_\_\_

BY SIGNING BELOW, THE INDIVIDUAL ABOVE NAMED ACKNOWLEDGES RECEIPT OF THE TOWN OF GALWAY PAVILION RESERVATION RULES AND AGREES TO ABIDE BY THOSE RULES AND FURTHER, THE ABOVE INDIVIDUAL WILL BE LIABLE FOR ANY AND ALL DAMAGE RESULTING FROM THE ACTIVITY.

**ASSUMPTION OF RISK:** IT IS UNDERSTOOD THAT THE TOWN OF GALWAY WILL NOT BE LIABLE FOR ANY CLAIMS FOR INJURY OR DAMAGES RESULTING FROM OR ARISING OUT OF THE USE OF THE TOWN'S FACILITIES; THE PAVILION AND ITS ADJACENT GROUNDS AND PARKING AREAS. Further, the Reservation Applicant also agrees that they will assume all risks associated with the use of the Pavilion; and further the Reservation Applicant agrees to indemnify and hold harmless the Town of Galway for any and all claims including personal injury, damages, losses and/or expenses including defense litigation expenses and /or attorney fees made as a result of the use of the Pavillon its associated grounds, including the parking lot by the Applicant and persons attending or associated with the Applicant's gathering at the Pavillon.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
BELOW FOR OFFICE USE ONLY  
\_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Non-Resident User fee \$50.00 paid by Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Refundable cleaning deposit fee \$50.00 paid by Check # \_\_\_\_\_ Receipt# \_\_\_\_\_

Pavilion inspection report by \_\_\_\_\_ Return deposit \_\_\_\_\_ Date \_\_\_\_\_

## TOWN OF GALWAY

### PAVILLION RESERVATION RULES

Adopted 3/12/13

Town parks and recreation areas, owned and maintained by the Town of Galway, are to be used and enjoyed by the residents of the Town. This policy was created to more efficiently regulate such use.

Reservations must be made for use of the Pavillion at the Town Playing Fields/Park with the following stipulations:

1. Reservations must be made by written application at the Town Clerk's office located at the Town Hall during regular Town Hall hours.
2. There is no use charge for Town residents. Applicants must submit a driver's license for proof of residency. There is a fee of \$50.00 for non-residents. This fee must be paid by a separate check from the refundable deposit check required below.
3. Every reservation application must be accompanied by a separate refundable deposit check of \$50.00 for cleanup and/or damage. Deposits are held until the facility has been evaluated for damage and confirmation of compliance with rules (i.e. cleanup, trash in/out, equipment or facility damage, etc.)
4. An individual with a reservation has sole possession of the pavillion on the reservation date. Reservations extend to the pavillion area only and are from dawn to dusk.
5. Removal of garbage will be the responsibility of the individual reserving the pavillion.
6. If no reservations are made, the pavillion is on a first come, first serve basis and must be shared with another group.

**The pavillion is not available on Fridays during the Farmers Market season.**

**HOURS:** Day light only from ½ hour before sunrise to ½ hour after sunset.

**Violators will be considered trespassers**

- All parks are tobacco/smoke free areas
- Leashed pets only. Pets must be cleaned up after.
- Recognized pavillion activity takes priority
- No alcohol allowed
- No weapons allowed
- 10 mph speed limit in parking area
- Park in designated areas only
- Pedestrians have the right of way
- Children are to be supervised at all times
- All trash/waste generated by your event must be brought out
- No motorized vehicles on trails, walkways, or fields
- No skateboarding
- No bicycles in the pavillion.

**VANDALISM WILL NOT BE TOLERATED AND WILL BE PUNISHED TO THE FULLEST EXTENT OF THE LAW.**

# Use of the Galway Pavilion

The Galway Pavilion is intended to be a multi-purpose facility. It was designed and constructed to help accommodate most simple activities. Here are some guidelines to facilitate the use of this facility.

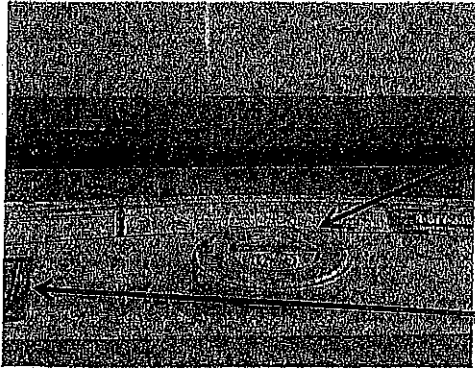
## The electric generator

A 3500 Watt gas generator has been wired into the facility. This distributes 120 volt power throughout the structure. To use this feature you need to bring your own gas. The tank holds 4 gallons and will operate for about 4 hours at half load. Regular gas (87 octane). To fuel the generator, open the pedestal lid by lifting up on the top handle (note the unit is built high to discourage curious children from playing with it). The gas tank cap is on the very top center of the large yellow gas tank. Check the fuel level gage next to the cap to determine about how much fuel is already in the tank. The red indicator shows this level, no red showing means the tank is empty. **DO NOT ATTEMPT TO PUT GAS IN THE TANK IF THE GENERATOR IS HOT OR RUNNING!**

Once fueled reach down under the pedestal, open the small spring loaded door on the small electrical box and turn both circuit breakers off if they are not already in the off position. Go around the pedestal to the left side and open the door of the enclosure. Move the choke lever to full choke position and turn the gas valve to the open position. Go back to the front of the pedestal and open the other door in the enclosure. As a precaution push both small black reset buttons, then turn the red toggle switch to the on position (the small silver voltage selection toggle switch behind the grate should be positioned all the way to the right in the 120 volt position). Close the small front enclosure door.

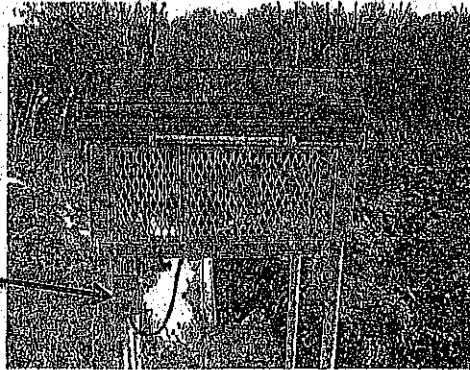
Pull the starter cord handle to get the generator running (it has a compression release built into the motor so there is not much resistance and no misfire kickback). When the generator starts go back to the door on the left side and set the motor choke to the run position (if the temperature is below 40F a small amount of choke will still be needed for a couple minutes until the motor is warmed up) once the motor is warmed up, turn the two circuit breakers in the small box under the pedestal to the on position. The outlets and lights on each side of the pavilion are powered by their own 20 amp breaker. The outlets are always energized (not switched) and 18 lights are all on switches with the single front center gable on a photo cell (dusk to dawn). The lights draw 265 watts of power so there is plenty of power (3235 watts) for use at the outlets. If you draw more than 20 amps from either side of the pavilion, the breaker in the small box under the pedestal will trip off. If you draw more than 30 amps in the total facility, the generator reset buttons (the two little black ones on the front of the generator) will trip. In either case reduce the electrical load and reset the tripped breaker and the system should be back up for use.

When shutting the system down, turn off the fuel valve behind the pedestal door, turn both breakers off in the small box under the pedestal and flip the red toggle switch off behind the front pedestal door.

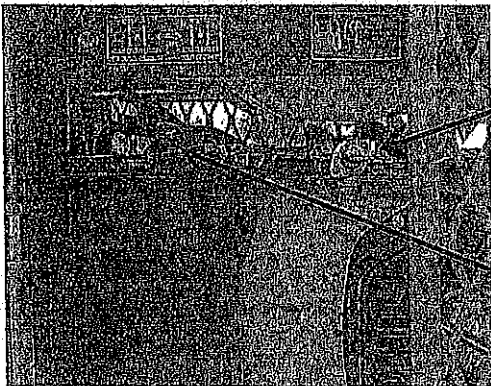


Gas tank fill cap

Fuel level indicator

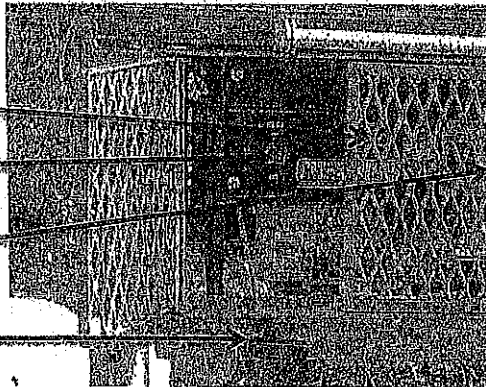


Circuit breaker box



Gas valve

Choke lever



Reset buttons

Toggle on/off switch

Voltage selection switch

Starter Cord Handle

## **Hanging items in the pavilion**

DO NOT HANG ANY ITEMS FROM THE ELECTRICAL BOXES OR CONDUIT. Up to 100 pounds can be suspended from the bottom of each wooden truss. The 1 3/8 inch metal rail under the eaves can support a load of 100 pounds between each truss pair. Heavier loads (up to 500 pounds) can be placed on the 6" x 6" box beams between each pair of columns. The two eyes under the beam at the center entrance are only for a sign not to exceed 40 pounds. When hanging any item, it is the sole responsibility of the facility occupant to use rope, cable, chain, etc. that has adequate strength and margin to carry the weight being suspended. Do not drill holes or drive nails, screws, or anchor bolts into any of the pavilion structure. If paper type staples or push pins are used to hang posters or fasten items to the picnic tables, they must be removed before leaving the facility.

## **Garbage, trash and recycled items**

In general anything you bring must go home with you at the end of the day. No one wants to show up to use the facility only to find other people's trash. Please help to keep our facility clean.