



Permit Holder Policy

The Roosevelt Island Operating Corporation has set the following policy to ensure the safety of participants and prevention of long term, irreversible damage to the parks, fields and/or facilities. The Corporation reserves the right to deny/revoke an activity or event from use of a park, field, facility, or amenity and/or require an activity to conclude due to inclement weather, unsafe, poor field conditions and/or failure to comply to those rules and regulations.

AGREEMENT TERMS

1. **REQUEST PROCEDURE.** All permit requests shall be submitted via the website listed here: <https://rioc.civicpermits.com/>
2. **SCHEDULING PRIORITIES DURING BULK PERMITTING PERIOD.**
 - A. Roosevelt Island Youth 501c3 Non-Profit Group (RI Youth 501c3)- organization must be a non-profit based on Roosevelt Island directly serving Island youth.
 - B. Roosevelt Island Youth Group (RI Youth) organization must be based on the island directly serving Island youth. Additional information may be requested.
 - C. Non-Profit 501c3 Group (Non-Profit 501c3)- organization must submit proof of their 501c status to the Permit Department to verify rate eligibility.
 - D. For Profit or Other group not mentioned above.
3. **FEES.** Fees are to be paid in full prior to gaining access to any facilities. Category charts are provided per facility to clarify which fee will be assessed to the permit holder.
4. **TRANSFERS OF PERMITS.** Permits may not be transferred. Any permit holder suspected of or found transferring permits will no longer be allowed to permit with RIOC.
5. **INSURANCE REQUIREMENTS. ALL PERMITS REQUIRE A CERTIFICATE OF LIABILITY.** If you already have one, great! If not, you should wait to secure one until you receive a confirmation of your request. RIOC does not provide these certificates- an internet search for "event liability insurance" will provide guidance. Always shop around and compare quotes. Your certificate must have at least \$1 million in general liability.
 - a. Five entities must be listed as additional insured: RIOC, New York State, New York City, Empire State Development, NY State Housing and Community Renewal- all entities can be addressed to 524 Main Street, Roosevelt Island NY 10044.
6. **RULES, REGULATIONS, AND SCHEDULES:** Permit holder agrees to abide by all rules, regulations, and schedules of the area in use, which may be posted at the complex or issued orally, and which may be amended from time to time, at the Corporation's sole discretion.
7. **CREDITS AND REFUNDS.** Credits and refunds will not be issued. Depending on the circumstance, certain reservations may be rescheduled at the discretion of RIOC.
8. **TRASH.** Permit holders are responsible to ensure that any trash generated by their group is placed in the proper receptacles at each facility location. In cases when receptacles are full or not available, the permit holder is responsible to remove any trash that has accumulated during their permit time.
9. **PARKING.** Parking is not part of field, court or public accommodation permits. All vehicles associated with the permit holder's organization must be parked legally. All illegally parked vehicles will be ticketed and subject to towing. Vehicles that are blocking driveways,



intersections, parked in crosswalks, illegally parked in handicapped parking spaces or that restrict emergency vehicle access will be issued citations and/or towed as necessary. Using mass transit is strongly advised. The Public Safety Department will enforce all parking rules and regulations.

- 10. DAMAGE TO THE FACILITIES.** All permit holders are responsible to repair any superficial damage or to replace any divots that occur during their use of any field. Please report field concerns to the Public Safety Department.
 - a. A security deposit is required with all permits and is refundable once the Permitting Dept has confirmed the permitted space has not been damaged and restored to its original condition. If there are any damages the security deposit will not be refunded, and the permittee will be responsible for any additional fees incurred.
- 11. ALCOHOL AND DRUG USE.** Alcohol and drug use is prohibited on any field, recreation facility, or permitted area on Roosevelt Island. It is the permit holder's responsibility that any person affiliated with the permitted organization refrains from the use of alcohol or drugs.
- 12. VIOLATIONS OF PERMIT POLICY.** Failure of an Organization or its members to comply with regulations established for use of RIOC property shall constitute a violation of this policy.
- 13. FIRST INFRACTION:** A letter or email is sent to the organization/permit holder noting the concerns of the permitting department.
 - a. Should the first infraction be severe, RIOC withholds the right to cancel any remaining dates or requests from the permit holder.
- 14. ADDITIONAL INFRACTIONS:** May result in the loss of scheduling privileges based on severity and number of occurrences, including the cancellation of remaining dates for both games and practices at the discretion of Brooklyn Recreation Department.
- 15. SANCTIONS:** The Roosevelt Island Operating Corporation will determine a sanction appropriate to the violation, including but not limited to:
 - a. Revocation of a permit or permits issued to an organization.
 - b. Prohibiting use of the Facility by an Organization for an indefinite or specified period of time.
 - c. Conditioning that Organization's future use of the Facilities on other reasonable terms and conditions such as participation in maintenance and repair of the Facility.