



**City of New York/Parks & Recreation
2007 Mobile Unit Application**

Please read all instructions carefully

Please print all information

Event Date: _____ Borough: _____

Event start time: _____ Event end time: _____

(Units are available from 10am to 5pm)

Type of Van you are requesting for your event (please check):

Play: Skate: Fitness:

Name of Organization: _____

First & Last Name of Contact Person: _____

Telephone Number of Contact Person: (work) _____ (cell) _____

Address of Contact Person at Organization: _____

Event Name/Description: _____

Exact Address of Event (include building number, cross streets & neighborhood)

Address: _____ Neighborhood: _____

Borough: _____ Zip Code: _____

Estimated attendance: _____ (Minimum: 50 children)

DAY OF EVENT Contact Person: _____

Telephone Number: _____ Cell Phone _____

Is the Mobile Unit Site Criteria signed and attached? YES__ NO __

Does your event require a permit (if so, please attach)? YES__ NO__

*If your event requires a permit, a copy of an approved permit should be attached to your request. If not, it should be sent to your Borough Coordinator as soon as you receive it. You must have the permit on site the day of event. Mayor's Street Activity Permit Office: **(212) 788-7439**

Council District: _____ Community Board: _____

Please submit this Mobile Unit Application with signed Site Criteria to your Borough Coordinator. Be aware that this application is subject to approval. You will receive confirmation from your Borough Coordinator. You must contact your Borough Coordinator at least 24 hours in advance if your event is cancelled. Failure to do so will result in future requests being denied.

Office Use Only:

Approved

Not Approved

Chief's Signature: _____ Date: _____



Mobile Unit Site Criteria

Thank you for requesting a Mobile Unit. We look forward to providing structured recreation for the children in your community. **Please initial each item**, sign, and return with the Mobile Unit Application to your Borough Coordinator.

_____ The Mobile Unit Program provides structured recreation for children. Staff is not responsible for supervising the children at any time. Parents, community organizers, camp counselors, and event organizers are responsible for the safety and behavior of the children. If safety or quality of recreation is sacrificed due to lack of supervision, Mobile Unit Staff may request assistance or relocate to another location.

_____ Mobile Unit Staff are entitled to a one-hour lunch break (lunch breaks will be taken on rotation). Restroom facilities for the Mobile Unit staff will be available at (please provide location of facilities on the line below):

_____ The Mobile Unit Program provides recreation for events that expect 50 or more children. If there are not enough children, the Mobile Unit may relocate.

_____ Rain dates will not be granted. In the case of rain, the Mobile Units will arrive at the event and staff will assess the situation. They will make every effort to accommodate the event but will not set up if the weather conditions make the area unsafe.

_____ The event organizer is required to sign Mobile Unit staff out at the end of the event.

_____ The Mobile Unit van is the size of an extended cargo van or 15-passenger van. The van must have unobstructed driving access (can not be blocked by stairs, fences, trees, buildings, etc.) to the actual set up site. The vans will not drive on grass.

_____ Directions to the event from the Borough Garage where the unit will be dispatched must be typed on a separate sheet.

_____ The Mobile Unit vans must be able to park directly next to the set-up area or in the case of the Skate vans, actually on the skating surface. Skating sites must be sizable, flat, smooth, and concrete. Play sites should be sizable and preferably grassy areas. Both sites must be clear of trash, glass, garbage cans, shrubs, steps, and other potentially dangerous obstructions. The vans will relocate if the area is not safe.

_____ The event must be free and open to the public. The van will relocate if there is a charge for participation.

_____ You must have a **Parks & Recreation Special Events Permit** if your event is taking place at a public park or playground with more than 20 people (be aware this takes at least 60 days to obtain). You must have a **Street Activity Permit** from the Mayor's Street Activity Permit Office if you are holding a block party or street fair.

Signature of Contact Person: _____

Printed Name: _____

Name of Organization: _____

Date of Mobile Unit Visit: _____



Mobile Unit Contact Information

Mobile Unit Applications, Site Criteria and Permits (if necessary) must be mailed to the Coordinator of the borough that will host your event. Contact & Garage information is listed below:

Bronx: Ranaqua, 1 Bronx River Parkway, Bronx, NY 10462
Mobile Unit Coordinator: Marian Chisholm (718) 430-1825
Special Events Permits: (718) 430-1847
Garage: Ranaqua, 1 Bronx River Parkway, Bronx, NY 10462

Brooklyn: Litchfield Villa, 95 Prospect Park West, Brooklyn, NY 11215
Mobile Unit Coordinator: Debbie Grant (718) 965-8935
Special Events Permits: (718) 965-8912
Garage: Litchfield Villa, 95 Prospect Park West, Brooklyn, NY 11215

Manhattan: Arsenal West, 24 West 61st Street, New York, NY 10023
Mobile Unit Coordinator: Ron Green (212) 408-0245
Special Events Permits: (212) 408-0112
Garage: Central Park, 60th Street & 5th Avenue

Queens: The Overlook, 80-30 Park Lane, Kew Gardens, NY 11415
Mobile Unit Coordinator: Barbara Ferris (718) 520-5916
Special Events Permits: (718) 520-5932
Garage: Flushing Meadows Corona Park, Flushing, NY 11368

Staten Island: Cromwell Center, Pier 6 at Bay & Hannah Street, Staten Island, NY 10301
Mobile Unit Coordinator: Nicole McCombs (718) 816-6172
Special Events Permits: (718) 390-8035
Garage: Cromwell Center, Pier 6 at Bay & Hannah Street, Staten Island, NY 10301

* If requesting either a Skate or Fitness Unit, please include directions from Flushing Meadows Corona Park Garage, Flushing, NY, 11368.



City of New York/Parks & Recreation 2007 Mobile Unit

*** Application Instructions ***

Thank you for your interest in the Mobile Unit Program. We will try our best to accommodate your event. Due to the high volume of requests and limited Units, not every request can be honored. In order for us to process your Mobile Unit request all information **MUST** be completed. Failure to do so will result in you application being denied. This means every line of the application must be filled out. **DO NOT LEAVE ANYTHING BLANK.**

For your application to be considered you must include the following information:

- *The completed application with all required information
 - *Council District & Community Board information
 - ***Typed** on a separate paper, detailed directions to your event from the Borough Garage your unit will be dispatched from.
 - *A valid Street permit if necessary
 - *Mobile Unit Site Criteria
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New for 2007 season!!!

Fitness & Sport Mobile

Used to encourage physical fitness, *Dance Dance Revolution* is a music video arcade game played on a dance pad. Players must move his or her feet to a set pattern, stepping in time to the general rhythm or beat of a song. Successfully hitting the arrows on the dance pad in time with the music fills the "Dance Gauge", or "life bar", while failure to do so drains it. If the Dance Gauge is fully depleted during game play, the player fails the song, usually resulting in a game over.