

TO: Whomever It May Concern

FROM: Town of Hastings

DATE: 4-3-2023

RE: Field Use Permits

Enclosed please find the Park Permit.

- Your participant fee fund balance is \$_____. This money can only be used for direct field and facility improvements at Wilson Rd. and Barker Rd parks, with the approval from the Town of Hastings Parks and Recreation Department.
- Please review all the forms. Provide a specific facility/park, dates, days, and times of usage to avoid conflict.
- List all camps, clinics, or additional uses outside of your normal usage.
- All buildings will be provided a lock, from the Town of Hastings. Only these locks are to be used on all town property and buildings. You are not to remove any lock on town property. The town will provide a set of keys for the buildings necessary to your organization.
- All trash must be secured in dumpsters, not left in buildings or around the outside. Please continue to collect all trash each night from all cans, in and around the fields, and place it in the dumpster. Flatten or crush all cardboard if you don't separate recyclables.
- You must have the grease cleaned from the hood and Ansul system prior to your season starting (if applicable). The Town Codes Department will perform a facility inspection in the spring as well.
- Once the permits have been reviewed and signed, return them with an updated certificate of insurance, naming the Town of Hastings as additionally insured. No permits will be issued without a copy of an insurance certificate on file.
- The town carries insurance on building and structures only. It is recommended that your organization provide coverage for your contents.
- We strongly recommend that all league coaches/volunteers have appropriate background checks completed before allowing them to coach or volunteer.
- Your facility has public restrooms which will require some additional attention by you, as President, or your designee (name)_____. The restrooms must be cleaned and inspected prior to locking them up at night. Also verify that no water has been left running or damage done to the facility. If you find any concerns, water running, or broken items, they must be reported to the Head of Parks and Recreation Maintenance immediately. You will need to select a person to clean the facilities on behalf of your league, and whomever you select will be required to have a brief training with one of my staff to review how and what products to use for what application (SDS Approved). Please notify the Head of Park Maintenance (Mike Lewis) (315) 668-6191 at least 2 days in advance of needing any additional restroom supplies.

- The participant fee for 2023 is \$10.00 per participant. Your \$10.00 participant fee will be due by **May 15th** along with a list of participants. Fall use participant fees will be due by **September 1st** (again, with a list of participants). The list should give name, address, and date of birth for each participant. I would appreciate your promptness in getting information to our field manager.
- This year participant fee's will be designated for (but not limited to), the items below. If you do not have sufficient funds in the account, it will be the leagues responsibility to pay the town for the materials and labor for the following:
 - Topsoil
 - Seed
 - Field Paint – TBD
 - Aerosol Paint – TBD
 - Payment of propane as needed for restrooms.
 - Gas, Water, and Electric for field lights per payment agreement with Town
- August use by leagues (if any) will have to be thoroughly discussed and well communicated before any Parks and Recreation Department approves use of facilities/fields. I ask that you _____(Name), discuss any overlap of usage of the park, and document your agreement on your permits respectively.
- At no time can any chemicals be sprayed or spread on town property, without prior approval from the town by anyone other than a licensed applicator. It is a violation of DEC laws and a finable offense. If you have a certified applicator, they must provide the town with a copy of their license and also submit an SDS sheet of the product being applied.
- **We must continue to be more cognizant of wet conditions.** The town will make the “no play” decision to save our fields from irreversible damage if need be. I realize this may cause interruptions to your league play at critical times, and we are sorry for the inconvenience.

If you find any inconsistencies or have any questions with this permit, or your upcoming season, contact Mike Lewis (Head of Park Maintenance) at 315-668-6191.

Best of luck on the start of your season.

Town of Hastings Park and Recreation
Youth League Facility Request

Date: _____ Park/Facility Requested: _____
Organization: _____ Individual in Charge: _____
All board members and phone numbers: _____

League President: Phone (H) _____ (C) _____
Email address _____
Mailing Address: _____
Alternate Contact: (name and phone) _____
Season Dates: Start Date: _____ End Date: _____
Start Date: _____ End Date: _____

Fields to be used:

<u>Field(s)</u>	<u>Day(s)/Date(s) (start & end)</u>	<u>Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Practice: (day, date, time(s)) _____

Other Requests: _____

General Comments/Restrictions: _____

I _____, am fully aware, accept and
Print name Title
acknowledge the condition that the Town of Hastings does not carry medical insurance on program participants. Further, I agree to release the Town of Hastings, its employees, Agents, and Administrators from any and all claims I may have from damages arising out of my rental of Town facility for picnic/league play/field use, and agree to defend, indemnify and hold harmless the Town of Hastings, it's employees, agents and administrators from any claim by a third party arising in whole or in part out of my actions. I will in turn pursue appropriate coverage via personal or employee insurance.

Signature: _____

Office Use Only

Insurance Certificate (naming Town as additional insured) _____

Fee: _____ Deposits Paid: _____ Payable To: Town of Hastings Date Paid: _____ Receipt #: _____

Director, Parks, and Recreation Date

TOWN'S RESPONSIBILITY TO PERMITTEE

1. Mowing and trimming (weather permitting).
2. Herbicide application where necessary by Town's contracted Certified Applicator (weather permitting).
3. Upon notification, retrieval and disposal of trash left at facilities by persons other than youth organization.
4. Aeration done throughout the season (weather permitting).
5. Turn water on and off and maintain hydrants, fountains, and waterline.
6. General repairs to equipment, buildings, fencing.
7. Routine Park inspections of grounds, buildings, and all related equipment.
8. Provide topsoil (where appropriate) if deemed necessary by the P & R Department.
9. Maintain signage and lighting (where applicable).
10. Closing areas:
 - A. Poor field conditions - weather related problems
 - B. To seed areas of constant use
 - C. For town functions
11. Over seeding done in spring and fall on certain fields.
12. Other work requested of the department when given sufficient notice (if funds and time exist).
13. Provide designated cleaning supplies for public restroom facility.
14. Town will pay the monthly bills of gas, water, and electricity
15. Town has the right to change or update any rules as necessary

ORGANIZATIONS RESPONSIBILITY TO THE TOWN:

1. Any outside contractor doing work at a town park must first provide the town with a contact name and number, certificate of insurance naming the town as additional insured, and provide proof of disability and workers compensation.
2. At no time can any organization, using town facilities, sublet to another entity without informing the town
3. Pick up all trash left by your participants (in the dumpsters) and dispose of it appropriately.
4. Assist the town with rotating all practices so not to overuse any one area.
5. Assist with cancelling any practice or games when there are extensive wet conditions that would damage fields.
6. Maintain all signage/banners that are brought in from the organization or it's vendors
7. No outside advertising to be left on town property after daily usage. All signs/banners must be removed daily.
8. Play/practice only on fields you are permitted for.

RESTROOMS

1. Daily cleaning of restrooms, during your use time, is mandatory. If you hire a contractor to clean, you will be required to provide the name, address, and phone number of the individual hired. That individual will be required to meet with a designated staff person to discuss the use of cleaning supplies and safety precautions (SDS).
2. Report any damage or equipment failure to the Parks & Recreation Department office and/or the local Police Department immediately.
3. Keys/key fobs should be given to designated staff only.
4. Must give a minimum of 2 days advance notice for any supplies.
5. Must have a designated individual monitor restroom facility throughout evening activities.
6. Secure restroom and utility doors at the end of each day.
7. Pay for any additional portable toilets, lights, etc.

GENERAL

Remove all food products or items from concession building, thoroughly clean all areas/grease and unplug any appliances in preparation for winterizing building.

UPKEEP OF BUILDING & EQUIPMENT:

It is the leagues responsibility to properly maintain buildings and equipment so that they are safe and not aesthetically displeasing to the eye. This includes but is not limited to the concession stand, storage buildings, goal posts, lights, and score board.

ALARMS ON BUILDINGS (if applicable)

Be sure the alarm company has a designated list of persons to respond to any alarm throughout the day. If, upon your persons arrival, there is a serious emergency please notify the Park maintenance department.

Insurance Addendum

I _____ being duly named as a representative for
Print Name

_____ acknowledges that the town is only providing
Organization Name

insurance coverage on the structures within the town of Hastings parks and it is solely the responsibility of

the (organizations name) _____ to carry insurance to cover the contents of
the building(s).

Please Check One:

_____ The League **does** carry insurance on building contents and a copy of the policy is attached.

_____ The League **does not** carry insurance to cover the contents of our building.

League Representative

Date

FIELD USAGE PERMIT

1. SCHEDULES:

It is required that all schedule changes, from your permitted use, be forwarded to the Parks and Recreation office when they are formulated so that there will not be any double booking of facilities. If you are planning any tournaments, All-Star games, or special events, and request additional work from the Parks Department, request must be made 2 weeks in advance of the event.

2. LITTER CONTROL:

The "Carry In - Carry Out" policy is in effect. The organization who is issued the permit is responsible for the proper collection and disposal of any trash generated by the concession stand, or their program participant's usage. Failure to clear the park of litter will result in a fee charged for man hours spent to pick up the park. This amount will then be billed to the organization. If litter becomes a problem, it could result in suspension of the concession stand use, or loss of privileges to use the facility.

3. KEYS/PERSONNEL:

Please list below all personnel who have keys/codes/fobs to the concession building. (PLEASE DO NOT DISTRIBUTE KEYS OR ACCESS CODES TO PERSONS OTHER THAN THOSE LISTED BELOW FOR SECURITY REASONS).

The following individuals have building access:

List person maintaining restrooms:

Name _____ Phone Number _____

4. CONCESSION STAND USAGE:

a. Stand must be cleaned (surfaces and all grease collection areas) every week until permit expires. Power must be turned off and all food removed, appliances unplugged and left open.

b. Organization shall be responsible for all contents of building during tenure of use

c. Organization shall be aware that any equipment left in a facility, after their expiration date, may be used by other contracting agencies.

5. INSURANCE:

You are required to forward a copy of active league insurance (with Town listed as additional insured) covering all related activity at the park fields as described herein, prior to approval of park use permit. No permits will be issued without a copy of said insurance certificate on file. The town carries insurance on building structures only. It is strongly recommended that your organization provide coverage for their contents.

6. MAINTENANCE:

A minimum of 5 business days is required for special field maintenance.

7. MISCELLANEOUS:

- Please encourage park users to comply with traffic flow guidelines indicated within the park. Do not park vehicles on the grass, turf, or fire lanes.

8. PARK USAGE POLICY:

Park usage policy will be enforced throughout the period covered by this permit.

Park Usage Policy Rules & Regulations

1. Reservations are accepted via telephone (315-668-6191) (NO VOICEMAIL PLEASE), in person, or by mail to the Town of Hastings Park and Recs Department. These are all on a first come first serve basis. Payment must accompany all rental forms or it will be considered incomplete. Requests for facility use will be taken on and after January 1st each year, for seasonal and/or daily usage, during that year.
2. All parks in the Town of Hastings are “carry in / carry out” facilities. You are required to remove litter or trash that is generated by your use of the facility.
3. Smoking is prohibited in all buildings, pavilions, youth playing fields, playgrounds, and restrooms.
4. Animals are prohibited in all buildings. All dogs must be leashed, in all parks, always.
5. Park hours are 1/2 hour before sunrise to 1/2 hour following sunset. All pavilion rentals will be for the entire day.
6. Respect other groups in the park using the facilities. Your permit does NOT give you exclusive rights to the whole park.
7. Absolutely no loud music or any kind of sound amplification unless specifically requested at the time of the permit and approved by the Parks department. Volume must be within the town’s acceptable levels.
8. Driving on park grounds or grass areas is prohibited. All vehicles must remain in parking lots. Please comply with all no parking, handicap, and fire lane designations. Violators will be ticketed and or towed at owners’ expense.
9. Inflatable apparatus allowed with prior approval only. (Renter must provide insurance certificate naming the town as additional insured).
10. Gas or propane grills are prohibited. Charcoal grills only are allowed.
11. No open fires or flames.
12. No overnight camping.
13. No hunting allowed in any town park.
14. Snowmobiles or ATV’s are prohibited
15. All groups of persons under the age of 18 will be chaperoned by persons 21 or older on a basis of 1 adult per 10 persons under 18.
16. Generators or portable electricity are not allowed without prior approval.
17. Only portable toilets are available at some parks. Our park restroom facilities operate on a seasonal basis.
18. No advertising of events without permission from the Town of Hastings Parks & Recreation Department. No soliciting of any kind in any park facility.
19. Selling of any item is prohibited without a permit from the Town of Hastings. No admission fee shall be imposed without permission of the Town of Hastings.
20. Groups using catering food service may be required to have Health permits from the Oswego County Health Department. Compliance with all applicable laws and regulations of the State of New York, the Town of Hastings, and Oswego County Health Department is a requirement of the permit holder. Failure to follow any of the rules and regulations will result in the loss of future reservation privileges. The Department assumes no responsibility for storing food, beverages or supplies delivered to the park.
21. The Town of Hastings reserves the right to void the permit should facilities become unavailable for any reason.
22. This permit is for the period shown and is subject to all the rules and regulations for the Town of Hastings. The Department will not guarantee accommodations for more than the numbers indicated.

23. Applicants assume responsibility of participants, spectators, and any damages they may cause.
The Parks & Recreation will process permits (with input when deemed applicable from the Commission), then inform applicants orally or in writing under what stipulations they have been granted park usage.
24. Issuance of a Park Permit is dependent upon payment of appropriate fees according to the Town of Hastings Parks & Recreation fee schedule.
25. Firearms/Dangerous Instruments shall be applicable to all NYS and Federal Laws as defined in the penal law. Persons should not carry or possess air guns, bb guns, paintball guns or other dangerous instruments capable of causing physical harm to citizens in any park located in the Town of Hastings.

Pavilion Rentals

The use of nails or duct tape, on walls or posts, at any facility/pavilion is prohibited. Use of any of these will result in the loss of your deposit. Damages to all facilities, leaving trash or neglect in returning the facility to its original condition will result in billing the permit holder for total cost of materials, supplies and man-hours necessary to offset the actions, along with forfeiture of deposit. This includes, but is not limited to:

- a) Lack of trash pick-up of park
- b) Vehicles on grass or turf areas
- c) Improper use of keys/codes.
- d) Improper use of town materials or supplies
- e) Damage to walls, posts, and/or picnic tables
- f) Usage of ball fields under wet conditions and failure to repair accordingly

Concession Facilities Use

Requests for use is on a case-by-case basis and must be addressed with the Parks Director ahead of time.

Field Permit Checklist

- Permit (complete all)
 - Dates, and times
 - Clean-up date
 - Opening date
 - Camps and Tournament dates.
 - Any special events planned.
- Insurance Certificate naming town as additional insured
- Insurance Addendum signed.
- Key personnel besides president with contact information
- Restroom cleaning person's name and contact information.