

## **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.