Town of Orangetown
Department of Parks, Recreation & Building Maintenance
81 Hunt Road, Orangeburg, NY 10962
Office: (845) 359-6503 Fax: (845) 359-6991
recreation@orangetown.com

APPLICATION FOR USE OF TOWN ATHLETIC FACILITIES

Organization Name: _____ **Date of Request:** _____

Residency: ☐ Youth Resident ☐ Youth Non-Resident

☐ Adult Resident ☐ Adult Non-Resident

To be considered a "resident organization," 65% of the participating members must be residents of the Town of Orangetown.

An organizations/groups residency is determined by the total population of registered participants for the full previous operating year. Registration lists/rosters are required.

There will be a non-resident fee equal to 10% of the cost of enrollment in the program made payable to the Town within one month following the close of registration.

Orangetown Youth Athletic Groups consisting of fifty (50) or more participants must provide proof of the organizations tax exempt status in the form of a N.Y.S. certificate of not-for-profit status under the N.Y.S. not-for-profit corporation and copies of N.Y.S. and/or Federal tax returns or other required filings, documenting governmental recognition of the group's/organization's non-profit status on an annual basis, within 60 days of the applicable State and Federal filing deadline.

By signing below, the applicant agrees to indemnify the Town of Orange town for any liability that may arise against the Town as a result of the applicants use of the fields. Permits are not valid until a certificate of insurance naming the Town of Orange town as an "Additional Insured" has been received. Minimum Insurance required: Bodily Injury - $1,000.000.00. Aggregate - $3,000.000.00. Property Damage Liability - $100,000.00. Insurance Certificate must state: **"The Town of Orangetown is an additional insured."** It is intended that the Town will be the primary insured under such policy.

Facilities Requested:

Name of Park or Facility	Date(s)	Days of the Week	Times

Purpose of facility request (provide detail): _____

Will admission/fees be charge: _____ Purpose of Proceeds: _____

Additional service requested: _____

If a permit is granted, the applicant agrees to comply with the Town of Orangetown Code Section 7A, as well as all rules and regulations herewith. Any applicable permitting fees will be due at the time of acceptance.

Applicant Name: _____ E-Mail: _____

Address: _____

Telephone #: _____ (Mobile) _____ (Home)

Signature of Applicant: _____

Office Use Only

Department Approval: _____ Date: _____ Fee Due: _____

☐ Payment ☐ COI ☐ Proof of Residency ☐ Not for Profit Documents

Athletic Field and Recreation Facilities

Use Policy of the Town of Orangetown

- Purpose
- List of Town facilities.
- Priority of use by category; permit application and issuance.
- Allocation of fields and facilities.
- Facility use rules and regulations.
- Field usage schedules and information.
- Fee schedule.

This article contains the policies and procedures for recreational facilities and park use within the Town of Orangetown. The purpose of this policy is to assure that usage, access, and distribution of all recreational sites are in accordance with Town regulations. The primary use of Town recreation facilities and parks is for resident recreation activities. Town facilities may be made available for additional activities if available and if not in conflict with proper maintenance of the facility or other community use. Factors to be considered in determining usage include: Town benefit, resident priority, efficient scheduling, coordination of uses, regular maintenance, rehabilitation of facility after a specific use, availability, weather, and availability of services at the site. All facility users shall comply with applicable federal, state, and local laws. Users shall be responsible for payment of all costs, expenses, fines, penalties, and damages which may be imposed upon Orangetown by reason of, or arising out of, the user's failure to comply with legal requirements or failure to comply with provisions of this policy.

List of Town facilities.

The recreational facilities and parks within Orangetown are listed as follows:

Location / Name	Address	Description of facilities
Veteran's Park	81 Hunt Road, Pearl River, NY	In-line Rink
		Baseball field 90'
		Ball field 1 – 60'
		Ball field 2 – 60'
		Tennis Courts
		Vets 3 (top of hill)
		Vets Football
		Vets 2
		Vets 1
		Small field between main fields
Kennedy Reedy	140 Lester Drive, Tappan, NY	Field
Demeola	160 Van Wyck Road / Blauvelt Rd	Field
Soccer Complex (subject to Use Agreement between OMM Soccer and Town)	175 Old Orangeburg Road, Orangeburg	Turf & Grass fields
Baseball Complex (subject to Use Agreement between South Orangetown Little League and Town)	200 Old Orangeburg Road, Orangeburg	Baseball & Softball fields
Tappan / Rt, 303 Park	Intersection of Oak Tree and Rt 303	Ball field – 45'

William O'Schaefer	Lester Drive, Tappan	Ball field – 45'
Tappan Zee Elementary	561 Rt 9W, Piermont	Ball field – 45'
South Orangetown Middle School	150 Van Wyck Rd., Blauvelt	Ball field – 45'

Priority of use by category; permit application and issuance.

A. Permits for field/facility use are issued by the category in which the organization or event is qualified. Group I use shall have priority over Group II, II over III, etc. In reviewing a permit application, the Recreation and Parks Director may also consider whether a demonstrated need for providing the activity is evidenced, as well as the benefit to the Town.

B. Applications for all field usage shall be on a form approved by the Recreation and Parks Department. Applications for league field use shall be submitted to the Recreation and Parks Director at least 30 days prior to field use, except that applications for tournaments and camps and similar uses shall be submitted at least 90 days prior to field use. Generally, games shall have priority over practice. The Parks and Recreation Department, in reviewing an application, shall take into consideration certain factors, including, but not limited to, wear and tear on the field; scheduling conflicts with other events; provision of sufficient parking for the event; and whether the event benefits the community.

C. Groups are categorized as follows:

(1) Group I: Recreation and Parks directly sponsored activities. These activities include programs run by the Recreation and Parks Department, such as day camps, after-school programs, day programs, special events and seasonal sporting activities.

(2) Group II: Youth organizations in established leagues. These groups are independent organizations that have been established to serve the recreational interest of the participants and meet the following criteria : (i) are registered as a Tax Exempt Organization (as defined below) and, (ii) have 65% town participants (measured based on the total population of registered participants for full previous operating year) in the organization, and, (iii) Agree to charge a non-resident fee to all non-Town residents registered to participate. The non-resident fee shall be 10% of the cost of enrollment in the Program in which the non-resident registers to participate. All non-resident fees collected shall be turned over to Town within one-month following the close of registration, to be utilized by the Town for park purposes, in its sole discretion, as it deems appropriate. "Total population" shall be the sum total every registration, exclusive of single-day events, for the preceding year.

(3) Group III: School events and teams. The Town of Orangetown maintains a shared use agreement with both South Orangetown and Pearl River School Districts with regard to Town use of both indoor and outdoor facilities. The Districts (including Nanuet) are permitted to use Town facilities

(4) Group IV: Privately operated programs. Town facilities can be made available for organizations, colleges, camps, leagues, or groups for the purpose of providing recreational services to youth or adults. This group includes instructional activities that extend beyond one day and for which a separate fee or tuition is charged.

Youth shall consists of players who have not reached the age of 18.

The above group classification shall be used for the allocation of field/facility space for the initial scheduling of the athletic season. Once seasonal scheduling is complete, all further requests, regardless of group affiliation shall be handled on a first come / first served basis.

Non-Profit Organization Status

To qualify as a non-profit organization, the organization must meet the following criteria and submit the required documentation, which shall be received and maintained by the Town Superintendent of Parks and Recreation, as noted below:

1. A N.Y.S. certificate of not-for-profit status under the N.Y.S. Not-for-Profit Corporation;

2. Copies of New York State and/or Federal tax returns or other required filings, documenting governmental recognition of the group's / organization's non-profit status, on an annual basis, within 60 days of the applicable State and Federal filing deadline;

3. Listing of the organization's Executive Board of Directors (names, phone numbers and email address).

Groups seeking to qualify for facilities use under Group II shall have 1-year, measured from the start of registration for the spring season, to achieve and document the referenced status.

Allocation of fields and facilities.

A. Orangetown Recreation and Parks Committee ORAC. The Town Board shall assign members to report on current field maintenance issues and future needs for the budget process. Complaints about the use or misuse of any field or athletic facility shall be made to the Recreation and Parks Director within 24-hours, or as soon following the occurrence as may be practical. The Recreation and Parks Director may restrict or deny access to groups who abuse any facility. The Recreation and Parks Director, with recommendations from the Recreation and Parks Committee, will develop a seasonal field and facility schedule. The Recreation and Parks Director shall establish the opening and closing dates for field use. The Recreation and Parks Director shall provide the Recreation and Parks Committee with the field schedule.

B. In-season priority. Lacrosse is in season during the spring season. Typically spring season commences as soon as fields are recovered from winter. Baseball / softball which also are in season during the spring season shall be played on the Towns baseball / softball fields throughout the town. Soccer and Football shall be considered in season during the fall season, which commences 1st week of August and shall be played on the Towns multi use fields. In season sports have equal status to each other; out-of-season sports have equal status to each other, but secondary status to in-season sports.

C. Make-up schedule. Make-up schedules shall be made in the sole discretion of the Recreation and Parks Director. The Recreation and Parks Director shall have authority to move scheduled events as necessary.

D. Field closing due to weather. All use of athletic fields is subject to the determination of field playing conditions on a daily basis. Determination is made on a daily basis by the Recreation and Parks Director or his or her designee. Generally, all users are subject to the same standard for closure. Nevertheless, determination will be made on a field-by- field basis, as well as a user-by-user basis where conditions are such that some fields may be playable while others are not, and some users may do less damage by use than others. Once a determination has been made regarding field playability by Town representatives and the leagues have been informed, each organization is required to close its fields if injury may result to participants or if damage may result to the playing surface, affecting not only its continued use by this user but also use by others in this season and in the following season. If in doubt, the field or facility shall be closed. Users must notify the Recreation and Parks Director or his or her designee if they have closed the fields so other users questioning whether to close their fields can be so advised. Representatives of the Town reserve the right to discontinue play at any time on any field should they determine the conditions to be not suitable for use.

E. Special events. The Town sponsors numerous special events such as sports tournaments, concerts, etc. Every effort shall be made to accommodate such events. Exceptions to the stated policy may be granted for such special events. These exceptions may be granted by the Recreation and Parks Director or the Town Council.

Facility use rules and regulations.

A. Use of any active recreation area by any group is authorized by permit only.

B. Alcoholic beverages or controlled substances of any kind are prohibited.

C. Smoking is prohibited on any recreational field owned by the Town. For purposes of this article, the smoking prohibition shall not apply to parking areas surrounding the recreational field.

D. Profane, loud, threatening, insulting, indecent and abusive language is prohibited.

E. Amplifiers for music, announcements or otherwise shall not be unreasonably loud.

F. Athletic fields/facilities may not be used before 8:00 a.m. or after sunset, except where lights are utilized. Lights shall be turned off as per the established schedule in the lighting control system. Groups utilizing fields with lights will be informed of the scheduled shut off time.

G. All trash and recycling shall be placed in proper receptacles. Users shall leave the facility in the same condition in which it was found, or better.

H. There is a licensed concession stand at Veteran's Park, no other concessions are permitted.

I. Warm-ups for the next scheduled event must be performed so as not to interfere with an existing event and so as not to endanger the welfare of all participants, spectators and facilities.

J. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents.

K. Any group that desires additional "port-o-john's" at any town facility must gain approval from the Recreation and Parks Director as well as the Town Council and should the town seek reimbursement, said group shall be responsible for the additional cost(s).

L. Clothes shall be changed in rest rooms only.

M. All participants, including instructors, coaches, officials and players, shall provide evidence of insurance in such form and amounts as may be required by the Town of Orangetown.

N. All team sport members shall adhere to the Town's Code of Conduct.

O. All league representatives shall be in good standing in the Town Of Orangetown. Participants not in good standing shall not be permitted to participate in organized sports.

P. Any substantial proposed changes to the fields or parks should be submitted to the Recreation and Parks Director to consider their impact upon facility use. This requirement shall include advertising and signs. The placement of all movable items (port-o-johns, portable stands, goals, batting cages, blocking sleds and dummies, temporary fencing, etc.) shall be the responsibility of the Recreation and Parks Director. Signage and all banner placements with the purpose of advertisement shall be reviewed by the Recreation and Parks Committee, and presented to the Council for approval.

Q. Dogs are not permitted in Town parks, unless otherwise posted, or unless otherwise permitted for service reasons.

R. Anything herein to the contrary, the use of all Town facilities shall be in accordance with Town Code Article 7A.

Field usage schedules and information.

Field and facility schedules shall be maintained in the offices of the Recreation and Parks Department. Event or team rosters and insurance information will also be maintained in the Recreation and Parks Department. All such information shall are considered public information and will be subject to Freedom of Information Law requests (FOIL), unless and to the extent exempt thereunder.

Fee schedule and security deposit.

Fee schedules are available from the Recreation and Parks Department.