

**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](mailto: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.

Permits are not valid until a certificate of insurance has been received. Minimum Insurance required: Bodily Injury - \$1,000,000.00. Aggregate - \$3,000,000.00. Property Damage Liability - \$100,000.00. Certificate must state: **"The Town of Orangetown is an additional named insured."**

Facilities Requested:

_____	_____	_____	_____
Name of Park or Facility	Date(s)	Days of the Week	Times
_____	_____	_____	_____
Name of Park or Facility	Date(s)	Days of the Week	Times
_____	_____	_____	_____
Name of Park or Facility	Date(s)	Days of the Week	Times
_____	_____	_____	_____
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: \_\_\_\_\_

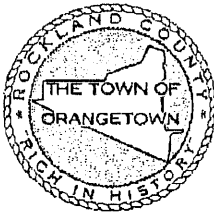
Telephone #: \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Home)

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'

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 1<sup>st</sup> 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.

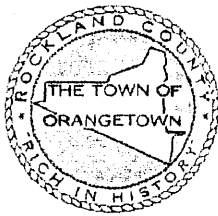
E. Special events. The Town sponsors numerous special events such as sports tournaments, concerts, etc. Every effort shall be made to accommodate such events. Exceptions to the stated policy may be granted for such special events. These exceptions may be granted by the Recreation and Parks Director or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



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### HOLD HARMLESS AGREEMENT

The \_\_\_\_\_ agrees to protect, defend, indemnify, and hold Town of Orangetown and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the Town of Orangetown in defense of same, arising in favor of any party, including governmental agencies or bodies, on account of taxes, claims, liens, debts, personal injuries including employees of the Town of Orangetown, death or damages to property (including property of the Town of Orangetown) and without limitation by enumeration, all other claims, or demands of every character occurring in any wise incident to, in connection with or arising directly out of \_\_\_\_\_.

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date