**Town of Beekman Recreation & Parks**
4 Main Street
Poughquag, NY 12570-9601
845-227-5783 845-227-9685F
recdirector@townofbeekmanny.us www.townofbeekman.com

# Department of Recreation and Parks
# Policies & Procedures for Use of Facilities

The Town of Beekman Department of Recreation and Parks (hereafter referred to as the "Department") mission is to provide recreational opportunities which will encourage a healthy and active lifestyle. We strive to promote lifelong leisure skills and to enhance the quality of life and sense of community for all residents of the Town of Beekman.

In support of that mission, the Department seeks to enhance recreation for town residents by coordinating the use of fields and buildings, including several of the Arlington School District facilities.

## *A. Relevant Town Facilities*

### 1. Fields for organized sports

- Beyer Drive Park: Soccer, Multipurpose
- Doherty Park Fields: Soccer Only
  - Doherty #1
  - Doherty #2
- Recreation Park Fields: Baseball, Softball, Summer Camp, Community Day; Low impact- no heavy vehicles or amusement rides
  - Rec #1
  - Rec #2
  - Rec #3
- Town Center Park Fields:
  - TCP # 1: Baseball, Softball
  - TCP # 2: Baseball, Softball
  - TCP # 3: Baseball, Softball
  - Soccer Fields # 1, & # 2: Soccer Only divided according to need

### 2. Other Facilities

- Community Center at Recreation Park
  - Main room is 60' x 40'
  - Fire code capacity 180
  - 120 folding chairs
  - Eighteen 60" round tables
  - Four 6' - 8' long tables
  - Kitchen with range, ice machine, 1 refrigerator with freezer and microwave
- Town Hall Meeting Room (limited availability for Instructors)
  - Capacity 195
  - Room is set up as a meeting room and must be left that way after use
- Outdoor Pavilion at Recreation Park
  - Ten picnic tables
- Outdoor Pavilion at Town Center Park
  - Eight picnic tables
- Town Center Park Indoor Service Counter
  - An empty room with service windows for selling snacks; no other kitchen equipment provided

- If serving prepared food, a DOH Food Service Permit is required
- Dog Park is located at Doherty Park
  - Weather permitting it is open from Mar. 1 to Dec. 1
  - Use is by permit only
  - Rules are located in Part L of this document

## *B. Arlington School District Facilities*

With the implementation of the Arlington Central School Regulation 1500-R Public Use of School Facilities the Department will be coordinating use of the fields and space of all local youth sports groups requesting space from the Arlington School District.

## *C. Contact and Correspondence*

All requests for use of designated park of school facilities to be sent to Beekman Recreation and Parks Department:

**By Mail to**:

Town of Beekman
Recreation and Parks Department
4 Main Street
Poughquag, NY 12570

**In Person:**

Recreation Park Gatehouse
29 Recreation Center Road
Hopewell Junction, NY 12533

*Telephone:* 845-227-5783 *Fax: 845-227-9685*
*Email:* recassistant@townofbeekmanny.us or recdirector@townofbeekmanny.us
*Website*:www.beekmanrec.com and www.facebook.com/BeekmanRec

## *D. Registration and Reservation Forms*

1. **For Organizations to reserve a facility or field:**
   - **For all requests:** Annually, two months prior to season start date, or upon any change in leadership, an officer of the group must register the group with the Town of Beekman by completing the: "Organization Registration Form for Use of Facilities," and by coming before the Recreation Advisory Committee.
   - **For all requests** a Certificate of Insurance as described in Part F must be on file with the Recreation Department.
   - **For use of Town of Beekman Recreation & Parks Department Fields:** Leagues must complete the:
     - "Field Usage Application Form" and estimate number of games and fees due
     - Sign the "Field Usage Rules & Regulations" form
     - Sign the "Field Closing Policy" form
   - **For use of Arlington Central School District Facilities:** leagues must complete the ACSD "Use of Facilities Request Form" and the "Rules Regarding Use of Facilities" found on their website and *submit it to the Recreation Department*
   - **For use of the Community Center, Town Hall Meeting Room, Pavilions, Service Counter or Beach Area:** organizations must complete the respective "Rental Application Agreement"

1. **For residency discounts:** a full roster of all participants, including name and address is required; if current rosters are not yet established, a roster of prior year participants will be satisfactory
2. **For non-profit youth organization discounts:** a document showing non-profit status 501(c) 3 is required

2. **For Individual reservations** proof of residency will be required to get resident discount.

3. Upon evaluation of the registration information, the requestor's organization will be ranked by the Town of Beekman Department of Recreation and Parks. Priorities include, in no specific order:
    - Department programs
    - Youth programs
    - Programs for Town of Beekman residents
    - Programs that increase the diversity of offerings
    - Non-profit status

4. Regarding designated "recreational" Youth Leagues serving Beekman youth at a rate of 75% or greater:
    - The Rec Office will send each Authorized Youth League a "Black-out" schedule as soon as the information in available and update it regularly.
    - The Rec Office will provide a chart indicating which age groups can practice and play on which fields.
    - Games will take priority over practices.
    - The Youth Leagues will make up a season schedule around the Black-out dates, respecting the field assignment chart, and the designated representative shall participate in a meeting with the other Leagues to be scheduled in the Rec Office during business hours prior to:
        - March 1 for Spring Season through June
        - May 1 for Summer Season July through Labor Day
        - Aug. 1 for Fall Season Labor Day through close of fields
    - When the Rec Office receives requests from Other Leagues or Travel Teams, those requests will be checked against the respective Youth League's submitted schedule. If there is an open field/gym, the Youth League Designated Contact will be emailed to confirm the availability and given a 48 hour courtesy period to respond. If there is no response the Other League/Travel Team request will be granted and a new Black-out schedule will be sent to the Youth League.
    - Youth Leagues using fields must notify the Town of cancellation of any scheduled field use in keeping with the Cancellation policy as outlined here, or be charged $30/use (game or practice):
        - For weekday uses, the Rec Dep't must be called at 227-5783
            - By 3pm the day prior for games scheduled 8am-2pm
            - By 11am for games scheduled 2:30pm to 9:30pm
        - For Weekend and holiday uses, the Maintenance/Grounds Department must be called at 742-4089
            - By 3pm the day prior for games scheduled 8am-2pm
            - By 11am for games scheduled 2:30pm to 9:30pm
    - Town staff reserve the right to cancel games due to field conditions or unforeseen circumstances
    - For baseball and softball games, a dedicated hotline, 227-1171, will be used to inform the public of weather related field conditions and closings; however not all circumstances can be foreseen by parents (such as non-weather related changes) therefore the Youth League is responsible to notify its members of changes and cancellations.
    - For soccer games, the head of the soccer league must be in touch with the head of Maintenance, 742-4089 and have a system to inform all players of the decision.
    - Once games have started, patched umpire/referee in charge and/or coaches will determine cancellations due to rain, storms or darkness.

    NOTE: The Community Center will be kept available Saturdays and Sundays from 10 am through midnight for department, organizational or private functions. It will also be available on Fridays when there are no Recreation Programs scheduled.

NOTE: Higher ranking, may on rare occasions determine "bumping" rights in the event of schedule conflicts.

NOTE: Arlington School District priorities will be honored when requests are made for School Facilities. For more detail, see Arlington Central School District Regulations Regarding Public Use of Facilities 1500-R Public Use of School Facilities found on their website.

## *E. Other Considerations*

1. All requests for facility use will be reviewed to ascertain any past negative experiences with the organization requesting facility use including but not limited to:
    a. Damage or destruction of town or school property
    b. Lack of supervision and control of participants and/or spectators
    c. Excessive debris, trash, and insufficient clean up by the group
    d. Uncooperative with town or school staff
2. Staff will identify any athletic fields and other play surfaces that are deemed unsafe or in need of rehabilitation. These areas will be taken out of service for a designated period.

## *F. Insurance*

1. A copy of the group's liability insurance policy listing the Town of Beekman, and in the case of school facilities usage, listing the Arlington Central School District as an additional insured is required prior to granting approval to use facilities. The policy must be current and in effect for the length of the period of use. Each certificate of insurance shall be for a minimum of $1,000,000 per occurrence/$2,000,000 aggregate for bodily injury. Higher limits may be required for special events.
2. Renters and organizations that bring in outside program providers such as, but not limited to bounce houses, petting zoos, sports clinics, and other entertainment vendors as deemed appropriate by the Recreation Director, will have the outside program provider provide a COI as indicated in F. 1 above.
3. For private parties using the Community Center on weekends this requirement is waived.

## *G. Clean Up Required*

All users are required to leave the facility as it was found and required to conduct clean up of any debris, trash, spills and other litter. Staff will be primarily responsible for final mopping, sweeping, and servicing of facility after use.

## *H. Collection of Fees*

**1. Fees for Fields:**

| | BYSC & BAC/ Authorized Youth Leagues | If 75% or more of players Beekman residents not in Authorized Youth Leagues** | All others |
|---|---|---|---|
| **Fields for Games** | $4,000 for season* | $15/hr -2hr min | $30/hr - 2 hr min |
| **Fields with lights*** ** | | $45/hr - 2 hr min | $60/hr - 2 hr min |
| **Tennis Courts** | No Charge | $20/hour | $50/hour |
| **Basketball Courts** | No Charge | $20/hour | $50/hour |

- Batting Cage usage is included in the Field Rental Fee at the time of rental
- For hourly season uses:
    - 50% of the estimated fees are due upon confirmation of the dates submitted
    - 25% of the balance is due halfway through the season

- Final 25% is due within one week after end of season
- For tournament usage, a Tournament Application must be filed in the Recreation Office 2 months prior to the use, for review by the Recreation Commission for pricing and other expenses that may be charged to user groups. The Tournament Applicant:
  - Will provide a $250 CASH Security Deposit required with the application
  - Will provide the name and contact information of the Tournament Director who will be available prior to the tournament by phone during business hours, and will be on site during the tournament
  - Will provide the name and contact information of the volunteer in charge of garbage and may be asked to arrange and pay for dumpsters
  - Will provide the name and contact information for the volunteer in charge of maintaining bathroom cleanliness using the Checklist provided, and may be asked to arrange and pay for additional port-a-potties and have the existing ones cleaned during the tournament
  - Will provide the name and contact information of the volunteer responsible for organizing and overseeing parking
  - Will identify any food vendors and be responsible for obtaining, any Department of Health Temporary Food Service Permit as required by law
  - Will complete separate applications for any desired Building Uses
- Any group wishing to use a field that needs extra servicing in order to be playable will be charged for the costs of the applications added to the field including, but not limited to Speedy Dry.
- Groups will be fined for leaving litter at a rate of $50/hour of clean-up
- All organizations must have a COI on file in accordance with Part F.

* Regarding Authorized Youth Leagues please see additional bulleted information on p. 3 under number 4.

** If Youth Group Non-resident registration exceeds 25% then the group will no longer be seen as a predominantly a Recreational Ball Youth Program and will be assessed an additional fee of $25/non-resident. This provision shall not apply to Girl's Softball for the 2017 year and will be re-evaluated on an annual basis.

*** Leagues that leave the lights on overnight will be charged $30/hour for all the hours after their reservation

**2. Fees for the Community Center, Pavilion & Grounds:**

**a. Weekend Party Fees**

| | Hours | Town of Beekman Residents | Non-Residents |
|---|---|---|---|
| **Community Center** *1*2*3*5*8 | 10am - midnight | $350 on Sat.<br>$300 on Sun | $550 on Sat.<br>$500 on Sun. |
| **Rec Park Pavilion Parties***2*3*5*8 | 11 am - dusk | $75 | $150 |
| **Rec Park Beach Parties***2*3*4*5*8 | 12 noon - dusk | $25 | $75 |
| **TCP Pavilion***3*5*8 | 12 noon - dusk | $100 | $200 |
| **TCP Indoor Service Counter***3*6*7*8 | 12 noon - dusk | $75 | $150 |

*1: A $500 **CASH** security deposit is required of all users to be returned after the use if there are no damages, no false alarms, the key is returned and the facility is cleaned as per the check-list.

*2: Swim packages: up to 25 swimmers, $75; more $165 (no more than 2x/summer)

*3: Returnable **CASH** security deposits:

- A $100 security deposit is required of all users

- An additional $100 for users who choose to take a bathroom key
- An additional $100 if there is outside entertainment (bounce house, petting zoo, etc.) and the key and the checklist are returned.

*4: Beach parties have two tables and two hibachis reserved for them on the west side of the lake – all related swimming must be done on the Patron Beach

*5: If the renter brings in outside entertainment such as a Bounce House or Petting Zoo, there must be a Certificate of Insurance submitted as described in Part "F" above.

*6: If cooking, group needs DOH permit

*7: If not also renting the pavilion must only use outside window

*8: No alcohol in any outdoor space

- Fees must be paid in full 2 months prior to event, unless there is a second request for the date. In that case, the first requestor has 48 hours after the second request to pay in full.
- Local non-profits with 501(c) 3 status serving youth with at least 75% Beekman residency will be given ONE free weekend *day* per year when there are no paying customers. Subsequent uses will be at half-price.
- Local non-profit organizations serving adults with at least 75% Beekman residency, may rent the community center once per year at a 50% fee reduction. The date must be requested through the local head of organization and a refundable cash security deposit is required.
- **CASH** security deposits are due the week of the event when the renter comes in for the key.
- Organizations renting must have a COI on file in accordance with Part F.

**b. Instructor Hourly Rental Fees**

For usage Monday through Friday for classes and under special circumstances early Saturday or Sunday mornings. Priority is for paying classes that serve Beekman Residents. Priority on Friday evenings is for Recreation Department programs and the space will not be rented or loaned out to other groups unless the Department is not planning a program.

| | **If 70% or more of Participants are Beekman Residents** | **All others** |
|---|---|---|
| **Community Center Classes** | $20/hour | $50/hour |
| **Town Hall Meeting Room*** | $20/hour | $50/hour |
| **Rec Park Pavilion Classes** | $10/hour | $25/hour |
| **TCP Pavilion Classes** | $15/hour | $35/hour |
| **TCP Indoor Service Counter** | $10/hour | $25/hour |
| **Tennis Courts** | $20/hour | $50/hour |
| **Basketball Court** | $20/hour/court | $50/hour/ct |

- Fees and Agreement are due one week in advance of any planned sessions; fees received later than that date will be charged $10/hour above the stated fees
- Sessions should be synchronized according to the Rec Seasonal Schedule:
  - Fall: Sept - Dec
  - Winter: Jan - Mar 15
  - Spring: Mar 15 - May
  - Summer: June - Aug
- For usage Monday through Friday for classes
- Under special circumstances rentals will be considered for early Saturday or Sunday mornings if the use does not interfere with party usage
- Priority is for paying classes that serve Beekman Residents

- Priority on Friday evenings is for Recreation Department programs and the space will not be rented or loaned out to other groups unless the Department is not planning a program
- All Instructors must submit a CASH Security Deposit of 2times the rent which will be held until sessions are over and key returned
- Instructors must have a COI on file in accordance with Part F

*Limited availability

3. **Fees for Arlington School District Facilities** are as described on the District web site in "Arlington Central School District Regulations Regarding Public Use of Facilities 1500-R Public Use of School Facilities" and are due upon completion of season. The ACSD "Use of Facilities Request Form" must be completed and submitted to the Recreation Department by the deadlines set in those policies.

## *I. Cancellations & Refunds*

1. Town of Beekman Recreation & Parks Department Fields:
   - In order to receive an account credit for cancelling weekday games, the Rec Dep't must be called at 227-5783:
     - By 3pm the day prior for games scheduled 8am-2pm
     - By 11am for games scheduled 2:30pm to 9:30pm
   - In order to receive an account credit for cancelling weekend and holiday games, the Maintenance/Grounds Department must be called at 742-4089
     - By 3pm the day prior for games scheduled 8am-2pm
     - By 11am for games scheduled 2:30pm to 9:30pm
   - Town staff reserve the right to cancel games due to field conditions or unforeseen circumstances
   - For baseball and softball games, a dedicated hotline which will be used to inform the public of field conditions and closings is 227-1171
   - For soccer games, the head of the soccer league must be in touch with the head of Maintenance, 742-4089 and have a system to inform all players of the decision
   - Once games have started, patched umpire/referee in charge and/or coaches will determine cancellations due to rain, storms or darkness
   - No credit will be given for games that have started

2. Community Center, Pavilions & Beach:
   - No refunds will be made for cancellations 2 months or closer to the event, unless another renter is found. In that case, 25% of the fee will be retained for processing.
   - Refund requests 2 months or more from the date of the event will be charged a $15 cancellation fee.

3. School Facilities:
   - When anticipated unscheduled school events conflict with previously scheduled non-school use, the school will advise the Facilities Scheduler as soon as possible but no later than one week in advance of the events upon which the non-school institution will be notified of the unavailability of the facility.
   - In the event of school cancellations or early dismissal, all use of facilities are also cancelled.
   - Weekend events will be cancelled as may be determined by the Director of Facilities and posted on the School District website and inclement weather hotline phone system.

4. School Fields:
   - In order to avoid injury to players and damage to fields due to poor conditions, the Facility Scheduler will issue directions as to the availability of player fields. School

principals and the Athletic Director will provide guidance to the Facility Scheduler on such conditions and recommendations for playability.

- In the event of inclement weather or other cause for cancellation of field use, all users must obey directive issued by the Facility Scheduler. Failure to abide by the directive of the School District will results in the revocation of all privileges.

## *J. Supervision of Participants*

Youth may only use facilities when under the direct supervision of their sports coach, director, or teacher. Unauthorized use of facilities will be grounds for discipline.

## *K. General Park Rules*

- Parks are open dawn to dusk unless otherwise permitted
- Parks are for Beekman residents and their guests
- Parking is to be in designated areas
- Field usage is by permit only
- Solicitors are by permit only
- Leashed pets are permitted on trails only and owners must pick up waste
- Beach and lake usage require membership or entrance fee
- Fires are not permitted with the following exceptions:
    - Recreation Department sponsored programs
    - Renters who are granted a permit to bring gas grills in connection with their rental
    - Use of Hibachi's installed at Rec Park – COALS must be extinguished and left in the grill
- Park patrons must stay off rocks walls, weirs, and dams associated with the lake and creek in Rec Park
- Park patrons may not enter the Fishkill Creek in Rec Park unless as part of a Recreation Department sponsored program

## *L. Dog Park*

- Large Dog Park is designated for dogs ***over*** 25 Lbs.
- Small Dog Park is designated for dogs ***under*** 25 Lbs.
- A membership to the Dog Park is required of all users. To purchase a membership, dog owners must come to the Recreation Office with an up to date Dog License for each dog.
- Non-residents are permitted to use the Dog Park with a paid membership. The fees are $27/year for residents and $54/year for non-residents. To obtain a residential rate, please bring a photo ID and a tax or a utility bill when you come to purchase your membership.
- All dogs using park MUST have a paid annual membership with the Town of Beekman Recreation Department
- All Dogs must be licensed, vaccinated, and healthy
- To enter Dog Park, dogs must have Membership Dog Tag
- Owners are legally and financially responsible for their own pets.
- Owners may bring one dog per adult into Dog Park.
- Owners must supervise and are responsible for their dogs and any injuries or damage caused by them.
- Owners must remain with their dogs at all times.
- Owners will carry a leash for their dog at all times.
- All dogs must be leashed upon entering and exiting the Dog Park and be off the leash while Inside the Dog Park.
- Dogs must be leashed while outside the Dog Park but still in Doherty Park.
- Owners will clean up after their dogs.
- No aggressive dogs are permitted in the Dog Park.

- No puppies under 6 months allowed.
- No dogs in heat allowed.
- No food allowed in Dog Park.
- No children are allowed in the Dog Park without adult supervision.
- **Problems with dogs: Call the Animal Control Officer at 845-656-0451**

## *M. Vandalism*

All groups will be responsible for damage, destruction or vandalism to town or school property, equipment, or supplies. Reimbursement to the respective party will be required prior to any continued use of school facilities.

## *N. Law Enforcement*

Recreation & Parks and School personnel are instructed to request law enforcement for immediate assistance and intervention with any individuals or organizations that do not comply with their instructions.

## *O. Gratuities*

No tipping or payment of gratuities is permitted to any School District staff member.

The material in this document is subject to change in form and content as deemed necessary by the Town of Beekman.
Date: Updated by Town Board Resolution on 7/19/17