

Town of Kent  
Recreation and Parks  
Facilities Use Packet

770 Route 52  
Kent Lakes, NY 10512  
845-531-2100

# Facility Use and Allocation

The Town of Kent Recreation and Parks Department will issue approvals for rentals of certain town owned facilities located at Edward Ryan Memorial Park and Huestis Park. The Director of Recreation and Parks will make final approvals on all rentals once the application process has been completed.

## **PRIORITIES**

The Kent Recreation and Parks Department provides direct recreation services and programs to residents of the Town of Kent and children in the Carmel Central School District. Due to constraints on facility availability and high demand periods, the use of Town of Kent owned properties and amenities must be allocated appropriately.

Facility Use Priorities:

1. KENT RECREATION SPONSORED PROGRAMS THAT SERVE RESIDENTS OF THE TOWN OF KENT AND CARMEL SCHOOL DISTRICT ONLY.
2. RECOGNIZED AFFILIATED COMMUNITY BASED PROGRAMS THAT SERVE OUR ELIGIBLE RESIDENTS ONLY UNDER OUR GUIDELINES:
  - a. High Percentage Affiliate Groups (comprised of 80% from Recreation Programs or 80% Town of Kent Residents if no Recreation Program exists)
  - b. Regular Affiliate Groups (comprised of 50% from Recreation programs or 50% Town of Kent Residents)
3. INDIVIDUAL RESIDENTS OR RESIDENT GROUPS, CHURCHES, NOT-FOR PROFITS, CIVIC OR SOCIAL CLUBS ASSOCIATED WITH TOWN.
4. CARMEL CENTRAL SCHOOL DISTRICT PROGRAMS.

## **RENTAL AVAILABILITY**

1. All fields at Edward Ryan Memorial Park and Huestis Park will be available for rental from April 10, weather and field conditions permitting, through October 31.
2. The Pavilion located at Edward Ryan Memorial Park is available for rental April 1 through October 31.

## **PERMIT PROCESS**

Applications must be received, complete with all required paperwork, forms and fees, 10 business days prior to requested use date. Applications received with less than 10 business days may not be approved.

Applications will be reviewed by the Recreation Office; certifications of insurance will be reviewed by the Town Clerk's office and town's insurance agency.

Final approval, once all paperwork has been checked and approved, will come from the Director of Recreation and Parks.

## **WAIVER OF FEES**

A person or group may request that the rental fees be waived by the Kent Town Board. A letter requesting the waiver of the fees must be submitted to the Kent Town Board and the Director of Recreation **two months prior** to the requested rental date. **Fees will not be waived without prior approval from the Kent Town Board.**

Town of Kent Recreation and Parks Department  
Single Use Facility Rental Agreement

Date: \_\_\_\_\_

Person/Organization Name: \_\_\_\_\_

Non-Profit: Yes \_\_\_\_ No \_\_\_\_

Group Leader/Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E Mail: \_\_\_\_\_

Date building or grounds are to be used: \_\_\_\_\_

Hours grounds are to be used: \_\_\_\_\_ to \_\_\_\_\_ (Include set up and break down time)

Facility Requested:

Edward Ryan Memorial Park:

\_\_\_\_\_ Pavilion \_\_\_\_\_ Field 1 (Dugout Field) \_\_\_\_\_ Field 2A  
\_\_\_\_\_ Field 2B \_\_\_\_\_ Field 3 (Guglielmo Field)

Huestis Park:

\_\_\_\_\_ Field 1 \_\_\_\_\_ Field 2 \_\_\_\_\_ Grass Field

Estimated Number of persons in attendance: \_\_\_\_\_ = Adults: \_\_\_\_\_ + Children: \_\_\_\_\_

Is event open to public? \_\_\_\_\_

Will there be a charge for admission/donation/contribution solicited? \_\_\_\_\_

If so, for what purpose will the proceeds be used? \_\_\_\_\_

Is material or equipment required from the municipality? Yes \_\_\_\_\_ No \_\_\_\_\_

If needed, state what types and for what purpose? \_\_\_\_\_

**A COPY OF YOUR CERTIFICATE OF INSURANCE MUST BE SUBMITTED TO THE RECREATION DEPARTMENT ALONG WITH THIS COMPLETED FORM AND THE TWO REQUIRED CHECKS. REQUIRED INSURANCE INCLUDES GENERAL LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00 PER OCCURANCE, HOLDING THE "TOWN OF KENT AND KENT RECREATION DEPARTMENT" ADDITIONALLY INSURED. YOU WILL RECEIVE AN ACKNOWLEDGEMENT OF YOUR REQUEST.**

**OFFICE USE ONLY**

APPLICATION COMPLETE: \_\_\_\_\_ FEE PAID: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_ INSURANCE: \_\_\_\_\_

HOLD HARMLESS AGREEMENT: \_\_\_\_\_

REQUEST APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Director of Recreation and Parks: \_\_\_\_\_ Date: \_\_\_\_\_

Town of Kent Recreation and Parks Department  
Multiple Use Facility Rental Agreement

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Name of Team

\_\_\_\_\_  
Age Level

\_\_\_\_\_  
League/Division Playing In

\_\_\_\_\_  
Team Manager/Coach

\_\_\_\_\_  
Address

\_\_\_\_\_  
Manager/Coach Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Season Start Date

\_\_\_\_\_  
Season End Date

\_\_\_\_\_  
Total Rental Dates Requested

Single Games: \_\_\_\_\_

Double Headers: \_\_\_\_\_

Field Requested

Ryan's Park

Field 1 \_\_\_\_\_

Field 2A/2B \_\_\_\_\_

Field 3 \_\_\_\_\_

Huestis Park

Field 1 \_\_\_\_\_

Field 2 \_\_\_\_\_

Grass Field \_\_\_\_\_

Scoreboard use; list dates (Ryan's Park – Fields 1 & 3 only) \_\_\_\_\_

Will you need access to the press box (Ryan's Park – Fields 1 & 3 only; list dates)? \_\_\_\_\_

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**OFFICE USE ONLY**

APPLICATION COMPLETE: \_\_\_\_\_ FEE PAID: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_ INSURANCE: \_\_\_\_\_

HOLD HARMLESS AGREEMENT: \_\_\_\_\_ ROSTER SUBMITTED: \_\_\_\_\_

REQUEST APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Director of Recreation and Parks: \_\_\_\_\_ Date: \_\_\_\_\_

## **Field Use Guidelines:**

- The Recreation and Parks Department reserves the right to cancel games or practices due to field conditions or unforeseen circumstances.
- A team/manager may not directly or indirectly interfere with a Town of Kent Recreation program. Teams/managers found doing so will be prohibited from renting town facilities/fields.
- Use of landscaping or grooming tools on any field unless authorized by the Recreation Department is **strictly prohibited**.
- Game cancellations, not due to weather, must be made 24 hours in advance, or for games on Saturday and Sunday, before noon on Friday. Teams that fail to contact the Recreation Department to notify regarding cancellations will be charged for the field.
- Teams must submit a roster of all players on their team that includes player name, street address and phone number.
- Teams must notify the Recreation Department within 24 hours after canceling a game due to weather in order to receive credit for the missed game.
- Games will be made up as field space becomes available. Games that are currently scheduled, regardless of type of group, will not be moved for make up games.
- Games scheduled with less than 1 week notice, especially games on Saturday and Sunday, may be approved but may not receive fields that are fully groomed or lined.
- **Alcoholic beverages and tobacco products are strictly prohibited.**
- All areas are to be left clean of debris. Please follow a carry in/carry out policy at all field locations. Coaches/Managers are responsible for policing fields and dugouts.
- The Town of Kent Recreation Department reserves the right to terminate field usage at any time.
- If any team uses a field for any reason without prior approval, it will be considered unauthorized use.

## **Violation of Field Use Guidelines**

Any teams/managers found in violation of the above guidelines may be given one warning, depending on the severity of the violation, or an appropriate disciplinary action will be determined by the Director of Recreation and Parks and the Field Coordinator.

I have read and fully understand the above stated guidelines and agree to follow them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Practice Field Use Criteria**

Teams will be granted use of fields for practices, without charge, based upon the following criteria:

1. To qualify for practice time a team must rent the field at least 4 times per season (spring, winter or fall).
2. Field Availability
  - a. Paid field rentals take priority over free practice time.
  - b. An open time slot must be available.
  - c. Practice times will not be given out until game schedules have been made
3. Allocation Priority
  - a. High Percentage Affiliate Groups
  - b. Affiliate Groups
4. Requests Received
  - a. Initially teams may request 1 practice per week.
  - b. If there are more requests for practice time it will be allocated according to the criteria set forth above.

\*Once the season schedule is set if a team needs to rent a field on another teams practice day, that team must give up their practice time that week or the following week.

## FACILITY RENTAL FEES

	Rental Length	Discount Fee	Normal Fee	Light Fee
<b>Edward Ryan Memorial Park</b>				
Pavilion	4 hours	N/A	\$125	N/A
Field 1 (Dugout Field)	2 hours	\$40	\$65	\$50
Field 2A/2B	2 hours	\$35	\$60	N/A
Field 3 (Guglielmo Field)	2.5 hours	\$60	\$85	\$70
<b>Huestis Park</b>				
Field 1	2 hours	\$35	\$60	N/A
Field 2	2 hours	\$35	\$60	N/A
Grass Field	2 hours	\$55	\$80	N/A

### Refundable Deposit

Pavilion	\$150
Field Rental Single Use	\$50
Field Rental Multiple Use	\$200

(For organizations that have multiple teams the \$200 deposit is required for the first team and a \$100 deposit per additional team is required)

### To qualify for the Discount Fee:

- A. Teams must be a High Percentage Affiliate Group (at least 80% of their players currently participating in the Recreation Department's program).
- B. In the case where there is no recreation program 80% of the players must reside within the Town of Kent.

## FIELD TIME SLOT AVAILABILITY

### Edward Ryan Memorial Park

Field 1	9:00am	11:30am	2:00pm	4:30pm	7:00pm**
Field 2A/2B	9:00am	11:30am	2:00pm	4:30pm	
Field 3	9:00am	12:00pm	3:00pm	6:00pm*	9:00pm**

### Huestis Park

Field 1	9:00am	11:30am	2:00pm	4:30pm
Field 2	9:00am	11:30am	2:00pm	4:30pm
Grass Field	9:00am	11:30am	2:00pm	4:30pm

\*Lights are required April-June and September-October

\*\*Lights are required any game scheduled at this time

The 9:00pm time slot will only be available Sunday-Saturday in July and August or Friday and Saturday any other time throughout the year.

HOLD HARMLESS AGREEMENT:

THE UNDERSIGNED has read the rules/and regulations of the Kent Recreation and Parks Department pertaining to the use of Kent Recreation and Parks Facilities, and agrees to abide by them. The undersigned further assumes all risks incident to its operation on said grounds and facilities and agrees not to sue the Town of Kent Recreation and Parks Department or the Township for any injury to person or property occurring during the use of the lands and premises of the Kent Recreation and Parks Department of the Township of Kent. The undersigned further agrees to indemnify the Kent Recreation and Parks Department and the Township of Kent and save it harmless from any and all claim or claims brought against it by or on behalf of any person, firm or corporation based upon any act or omission or any alleged negligence of the undersigned. This Agreement is made in consideration of the issuance of a permit to the undersigned permitting its requested operations by the undersigned on lands and premises of the Kent Recreation and Parks Department, subject to all rules and regulations

The applicant understands that the Township of Kent assumes no responsibility for injury or damage to persons or property related to any activities to be conducted at Kent Recreation and Park Facilities. The applicant is aware that the Township of Kent insurance does not apply to groups and their members using recreational facilities, as evidenced by the signature that appears on the attached application for the use of Kent Recreation and Park Facilities pertaining thereto.

At the conclusion of each activity for which permission to use park and recreational facilities has been granted to this applicant, it shall notify the Kent Recreation Director, in writing, of any repairs to any facilities that are required.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(Day) (Month) (year)

\_\_\_\_\_

(Legal Signature)

ANY GROUP WHOSE MEMBERS FAIL TO FOLLOW THE RULES AND REGULATIONS SET FORTH IN THE FACILITIES USE PACKET MAY HAVE ITS PRIVILEGE OF USING KENT TOWNSHIP BUILDINGS AND GROUNDS REVOKED AT ANY TIME THROUGH WRITTEN NOTICE BY THE RECREATION DIRECTOR. REINSTATEMENT OF THIS PRIVILEGE SHALL REQUIRE RE-APPLICATION AND RE-APPROVAL BY THE RECREATION DIRECTOR. MY SIGNATURE ABOVE ACKNOWLEDGES I HAVE RECEIVED AND REVIEWED THE FACILITIES USE PACKET. **PLEASE ATTACH A COPY OF YOUR CERTIFICATE OF INSURANCE**

## **PARK RULES**

1. ALTHOUGH YOUR GROUP HAS BEEN GRANTED THE PRIVILEGE OF USING THE PARK, WE WOULD LIKE YOU TO KEEP IN MIND THAT OTHER TOWN RESIDENTS WILL ALSO BE USING PARK FACILITIES. A SPIRIT OF MUTUAL COOPERATION BY ALL PARK PARTICIPANTS WOULD BE APPRECIATED.
2. PARK CLOSES DUSK TO 8 A.M.
3. NO GLASS CONTAINERS ALLOWED IN PARK.
4. PARK PROPERTIES ARE TO BE RESPECTED AND TREATED WITH CONSIDERATION. THEY ARE NOT TO BE ABUSED OR MISUSED.
5. THE PARK SHOULD BE KEPT CLEAN OF GARBAGE AND DEBRIS. REFUSE SHOULD BE PUT INTO PROPER CONTAINERS AND AREAS SHOULD BE LEFT AS THEY WERE FOUND.
6. PICNICKING IN DESIGNATED AREA ONLY.
7. A COPY OF THIS PERMIT WILL BE ISSUED TO YOU. IT SHOULD BE AVAILABLE FOR INSPECTION ON THE DAY OF YOUR ACTIVITY.
8. NON-RESIDENT GUESTS MAY BE INVITED – BUT MAY NOT REMAIN IN PARK IF RESIDENT HOST LEAVES.
9. ONLY LICENSED VEHICLES WILL BE PERMITTED IN THE PARK. THESE SHOULD BE OPERATED ONLY ON DESIGNATED ROADWAYS AND PARK ONLY IN DESIGNATED PARKING AREAS. PLEASE KEEP OFF THE GRASS.
10. THE TOWN OF KENT IS NOT RESPONSIBLE FOR ACCIDENT, INJURY OR LOSS OF PROPERTY.
11. PATRONS ARE REQUIRED TO CONFORM TO THE RULES AS STATED BY THE TOWN EMPLOYEES ON DUTY. EMPLOYEES ARE UNDER THE DIRECTION OF THE TOWN OF KENT RECREATION DEPARTMENT AND ARE FOLLOWING INSTRUCTIONS.
12. DOGS AND OTHER PETS ARE PROHIBITED FROM THE PARK DUE TO HEALTH, SAFETY AND OTHER REASONS.
13. THE USE OF ALL ENGINE POWERED DEVICES SUCH AS MINI-BIKES, GO-CARTS, MODEL AIRPLANES ARE PROHIBITED FROM USE IN TOWN PARKS. THIS DOES NOT APPLY TO LICENSED VEHICLES USED IN THE NORMAL FLOW OF TRAFFIC ON PRESCRIBED ROADWAYS OR PARKING AREAS.
14. LOUD MUSIC, LOUD NOISES, BOISTEROUS CONDUCT, HORSEPLAY OR ANY OTHER CONDUCT THAT WILL INTERFERE WITH THE ENJOYMENT OF THE PARK BY OTHERS WILL NOT BE ALLOWED. THE RECREATION AND PARKS DEPT. MUST AUTHORIZE ANY LOUD AMPLIFIED MUSIC FOR ENTERTAINMENT PURPOSES.
15. ALCOHOLIC BEVERAGES OF ANY KIND ARE STRICTLY PROHIBITED.
16. PRIVATE VENDORS ARE PROHIBITED FROM SELLING ANY GOODS UNLESS PRIOR APPROVAL IS GRANTED BY THE RECREATION DIRECTOR.