

Town of Beekman Recreation & Parks

29 Recreation Center Road
Hopewell Junction, NY 12570

845-227-5783 845-227-9685F

recdirector@townofbeekmanny.us www.beekmanrec.com



TOURNAMENT FIELD USAGE APPLICATION for Town Fields

Date of Application _____ League or Organization Hosting Tournament _____ Not for Profit Tax ID # if applicable & attach copy _____

Contact Person's Last Name _____ First Name _____ Date of Birth _____ Email _____

Home Phone _____ Cell Phone _____ Work Phone _____

Skill Level/Age of Participants _____ Start Date _____ End Date _____

Tournament Director Must be:

- Reachable by phone business hours prior to tournament
- On site during the tournament

Tournament Director Last Name _____ First Name _____ Date of Birth _____ Email _____

Home Phone _____ Cell Phone _____ Work Phone _____

League Insured By: _____ *Attach certificate of insurance*

Circle Days Requested: SUN M T W TH F SAT If days will vary, check here: _____

Time Requested _____

Please attach schedule

Fee Charged to participants: \$ _____

of Teams _____

of Players Total _____

Check Fields Requested

Beyer Drive Park: _____ Soccer/Multipurpose

Doherty Park Soccer: _____ Doherty #1 _____ Doherty #2 _____ Doherty #3

Recreation Park: _____ Rec #1 _____ Rec #2 _____ Rec #3

Town Center Park: _____ TCP #1 _____ TCP #2 _____ TCP #3

_____ Soccer Field #1 _____ Soccer Field #2 _____ Soccer Field #3

Other: _____

List other Town Facilities/buildings/services requested (separate forms must be submitted):

Over Please

Describe arrangements sponsoring organization will be making for each of the following:

- **Pavilion Bathrooms:** Volunteer *MUST* check bathroom every half hour and complete *Bathroom Checklist*

Volunteer in charge:

Phone Numbers

- **Additional Port-a-potties:** Rec Dep't will recommend porta-a-potty requirement based on number of participants/attendees and the Tournament League must make the arrangements and payment for same
 - **Food Service:** List any food vendors or operators that will prepare food for the tournament. They must obtain their own DOH Temporary Food Service Permit from the Department of Health (838-4801)
- _____
- **Garbage removal:** All containers must be emptied as they fill, relined, and trash brought to a dumpster. Depending on volume expected, a dumpster may be required. Bags should be 40"W x 48"H to stretch over top of garbage cans so no trash falls into the cans
 - **Parking:** An appropriate and safe plan must be in place for parking. This may require staking and roping off areas.

Volunteer in charge:

Phone Numbers

We agree to all conditions on this form, and as stated in the "Department of Recreation and Parks Policies & Procedures for Use of Facilities"

Contact Person's Signature

Tournament Director Signature

FOR OFFICE USE ONLY:

Location	# Port-a-potties needed	Location	# Port-a-potties needed
Other Facilities Booked	Rec Park Pavilion	TCP Pavilion	TCP Indoor Counter
Dumpster Required?	TCP Yes/No	Rec Park Yes/No	Doherty Yes/ No
Parking Stake off needed?	TCP Yes/No	Rec Park Yes/No	Doherty Yes/ No
	Check #	Date Paid	Notes
Total Fees Due: _____			
Security Deposit: _____			



TOWN OF BEEKMAN
 4 MAIN STREET
 POUGHQUAG, NEW YORK 12570-9601
 TEL: (845) 227-5783 • FAX: (845) 227-9685
 email: rec@townofbeekman.com



Bathroom Checklist for Tournaments
 to get Security Returned

Important Reminders

- Bring your own toilet paper
- Bring your own garbage bags
- Bring your own paper towels
- Bring your own soap
- All trash must be removed from park

This is a **PUBLIC** bathroom, as such at least every 45 minutes of your event, these items should be checked by one of your staff members

Fill in TIMEs Inspected:																				
All Toilets are flushed																				
All litter picked up off floor																				
Stalls all have toilet paper																				
Countertops are clean																				
Paper towels are filled																				
Soap is filled																				
Garbage is emptied																				
I removed garbage from park																				

Upon leaving for day

- I flushed all toilets _____
- I made sure water is not running _____
- I checked that lights are off and doors are locked _____
- I returned bathroom key _____

Thank you for using the Town of Beekman Pavilion
 Recreation Office: 227-5783 for any questions you may have prior to use
 Maintenance: 742-4089 for any facility problems you have during your use

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2018 FIELD USAGE APPLICATION for Town Fields

Date of Application _____ League or Organization Requesting Field _____

Contact Person's Last Name _____ First Name _____ Date of Birth _____ Email _____

Home Phone _____ Cell Phone _____ Work Phone _____

Check Field Requested

Beyer Drive Park: _____ Soccer/Multipurpose
 Doherty Park Soccer: _____ Doherty #1 _____ Doherty #2
 Recreation Park: _____ Rec #1 _____ Rec #2 _____ Rec #3
 Town Center Park: _____ TCP #1 _____ TCP #2 _____ TCP #3
 _____ Soccer Field #1 _____ Soccer Field #2

Skill Level/Age of Participants _____ Season Start Date _____ Season End Date _____

Circle Days Requested: SUN M T W TH F SAT
 If days will vary, check here: _____ Time Requested _____ Please attach schedule

League Insured By: _____ Attach certificate of insurance

Fees:

BYSC & BAC Authorized Youth Leagues as per Policies		If 75% or more of players are Beekman residents not in Authorized Youth League	All others Cash Security Deposit: \$250
Fields	\$4,000/ year	\$20/hr (2 hr min) x _____ hrs = _____	\$35/hr (2 hr min) x _____ hrs = _____
Fields with lights	Plus NR Rate	\$50/hr (2hr min) x _____ hrs = _____	\$65/hr (2 hr min) x _____ hrs = _____

Checks should be made **payable to Town of Beekman** and sent with form to:
 Beekman Parks & Recreation
 29 Recreation Center Road
 Hopewell Junction, NY 12533

To complete the application, the Recreation Department must have on file:

<ul style="list-style-type: none"> • Organization Registration Form for Use of Facilities • "Field Usage Rules & Regulations" form • "Field Closing Policy" • Certificate of Insurance 	<ul style="list-style-type: none"> • Schedule of Games • If eligible for resident discount: roster of players • If eligible for youth non-profit discount: proof of 501 (c) 3
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Games must be cancelled according to Policies in order to get credit

FOR OFFICE USE ONLY:

Total Fees Due: _____	Date Due	Amount Due	Check #	Date Paid	Notes
Cash Security Deposit: _____					
First Payment: _____					
Second Payment: _____					
Final Payment: _____					

Town of Beekman Recreation & Parks

4 Main Street

Poughquag, NY 12570-9601

845-227-5783 845-227-9685F

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FIELD CLOSING POLICY

This form must be signed by every level of user:

1. The Head of the League should sign and submit to the Recreation Department
2. Each Coach should sign and submit to the Head of the League
3. Each Player or Player's Guardian should sign and submit to the Coach

The Maintenance/Grounds and Recreation Departments, in conjunction with the Town of Beekman Recreation Commission have established the following procedures which will be used to manage the operations and usage of all fields within the Town of Beekman.

These procedures have been put into place to ensure the safety of all participants and to maintain the integrity of all fields.

Baseball/Softball Field Condition/Playability:

The Maintenance Department has established a dedicated hotline which will be used to inform the public of field conditions and closings. The hotline # is 227-1171. Hotline information will be provided as follows:

- Monday-Friday*: Playability will be determined by 3pm. Hotline will be updated at that time.
- Saturday*: Playability will be determined at 8am, 11am and 3pm. Hotline will be updated.
- Sunday*: Playability will be determined at 8am & 11am. Hotline will be updated at that time.

*In the case of unforeseen weather conditions or circumstances occurring after the above stated time, fields may be closed or games delayed at the discretion of the Maintenance or Rec Departments.

Field Sign Policy:

In conjunction with the above hotline procedure, a sign notification system has been put into effect. A 12x18" sign with black lettering stating FIELD OPEN or FIELD CLOSED will be prominently displayed at each field. However, the HOTLINE represents the final determination of field playability.

Soccer Field Condition/Playability:

The Maintenance Department will determine this and convey the decision by phone with the Head of the Soccer program who is then responsible to deliver that decision to all soccer users. Any questions should be called directly to the Head of Maintenance at 845-742-4089.

VIOLATION OF FIELD CLOSING POLICY

Beekman Youth Organizations: Any teams/managers found in violation of above policy will be given a warning in the form of a letter addressed to the governing board and the Beekman Recreation Commission. Appropriate disciplinary action will be determined by these parties.

Adult Leagues and other Contracted Users: In addition to a letter to the governing boards, the coach or manager may be required to attend an inquiry in front of the Beekman Recreation Commission which could ultimately result in forfeiture of security deposit and the suspension of field privileges.

I have read and fully understand the above stated Field Closing Policy and agree to follow this policy.

Signature

Date

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4 Main Street

Poughquag, NY 12570-9601

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FIELD USAGE RULES & REGULATIONS

This form must be signed by every level of user:

1. The Head of the League should sign and submit to the Recreation Department
2. Each Coach should sign and submit to the Head of the League
3. Each Player or Player's Guardian should sign and submit to the Coach

The following guidelines have been established to help maintain the smooth operation of all sports fields in the Town of Beekman.

- ◆ Only emergency response or maintenance vehicles allowed beyond parking facilities.
- ◆ Once games have started, patched umpire/referee in charge and/or coaches will determine cancellations due to rain, storms, darkness.
- ◆ Maintenance/Grounds or Recreation Departments reserve the right to cancel games due to field conditions or unforeseen circumstances.
- ◆ Game cancellations or make ups must be called in to the Maintenance/ Grounds Department by 3pm so fields can be prepared. Call 742-4089.
- ◆ **There is to be absolutely NO soft toss hitting of balls into the fencing.**
- ◆ There will be absolutely no use of landscaping or grooming tools on any field (baseball, softball or soccer) unless authorized by Maintenance/Grounds Department. This includes puddle removal. There is to be no attempt to remove puddles.
- ◆ No alcoholic beverages. No smoking in dugouts or on fields.
- ◆ **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, dugouts and player bench areas.**
- ◆ Youth games take priority over any other games.
- ◆ No inning is to start after 12:30pm during Sunday adult league games @ TCP 1
- ◆ Requesting organization is responsible for the safety of its participants.
- ◆ The Town of Beekman and its employees are not responsible for injury, loss or damage to players or property resulting from field usage.
- ◆ The Town of Beekman Recreation Commission reserves the right to terminate field usage at any time.
- ◆ **Coaches will prevent their players from digging divots in the field.**

VIOLATION OF FIELD USAGE RULES & REGULATIONS:

Beekman Youth Organizations: Any teams/managers found in violation of above rules and regulations will be given a warning in the form of a letter addressed to the governing board and the Beekman Recreation Commission. Appropriate disciplinary action will be determined by these parties. Fines will be issued for leaving litter on fields, bleachers, dug outs, etc.

Adult Leagues and other Contracted Users: In addition to a letter to the governing boards, the coach or manager may be required to attend an inquiry in front of the Beekman Recreation Commission which could ultimately result in forfeiture of security deposit and the suspension of field privileges.

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

Signature

Date