



Town of Beekman Recreation & Parks

29 Recreation Center Road
Hopewell Junction, NY 12570
845-227-5783 845-227-9685F

recdirector@townofbeekman.us www.townofbeekman.com



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

The Town of Beekman (hereafter referred to as the “The Town”) 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 Town seeks to enhance recreation for town residents by coordinating the use of fields and buildings, including several of the Arlington School District facilities.

Table of Contents

| | |
|---|----------|
| A. Facilities List | p. 2 |
| B. Arlington School District Facilities Policy | p. 2 |
| C. Contact and Correspondence | p. 2 |
| D. Registration and Reservation Forms | p. 3 |
| E. Considerations | p. 3 |
| F. Insurance Requirements | p. 4 |
| G. Clean Up required | p. 4 |
| H. Fees | |
| 1. Fields | p. 4-5 |
| 2. Community Center, Pavilions and Grounds | |
| a. Weekend Parties | p. 6-7 |
| b. Instructor Hourly Weeknight Rentals | p. 7 |
| c. Arlington School District Facilities | p. 7 |
| I. Cancellations and Refunds | p. 8 |
| J. Supervision of Participants | p. 8 |
| K. General Park Rules – Applying to all Parks | p. 9 |
| L. Facility Specific Rules and Checklists for Security Deposit Refund | |
| 1. Community Center | p. 9-10 |
| 2. Rec Park Pavilion and Beach | p. 10 |
| 3. Town Center Park Pavilion | p. 10-11 |
| 4. Town Center Park Indoor Service Counter | p. 11 |
| 5. Town Hall | p. 11 |
| 6. Fields | p. 11-12 |
| 7. Dog Park | p. 12-13 |
| M. Vandalism | p. 13 |
| N. Law Enforcement | p. 13 |
| O. Gratuities | p. 13 |

A. Facilities List

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; 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 "L7" 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 Town Fields and Facilities or school facilities to be sent to Beekman Recreation and Parks Department:

Address: Beekman Rec Office, 29 Recreation Center Rd, 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 Town of Beekman facility or field:

- Annually, 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.
- The group must complete the “Town of Beekman Facility Rental Agreement” and submit the related documents and fees

2. For Organizations to reserve Arlington Central School District Facilities:

- Annually, 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.
- Complete the ACSD “Use of Facilities Request Form”
- Complete “Rules Regarding Use of Facilities” found

3. For Organization 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

4. For non-profit status a document showing non-profit status 501(c) 3 is required

5. For individuals to reserve facilities complete the “Town of Beekman Facility Rental Agreement” and submit the related documents and fees

6. For individual resident rate: a photo ID and tax or utility bill to the individual of a property in the Town of Beekman

E. Considerations

1. Ranking: 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
2. 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
3. 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.

NOTE: The Community Center will be available Saturdays and Sundays from 10 am through midnight for rental functions when not being used by the Recreation Department.

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.

F. Insurance Requirements

1. Renter will procure and maintain at its sole cost and expense, comprehensive general liability in which the Town of Beekman is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Renter will furnish the Town with a certificate of insurance prior to the rental.
2. Pursuant to Section 57 of the Workers Compensation Law of the Town of Beekman is required to ensure that organizations/businesses applying for any permit, licenses or entering into a contract have appropriate workers' compensation insurance coverage prior to issuing those permits, licenses or entering into contracts.
3. Additional insurance is required regarding alcohol as described in H2a*8

G. Clean Up Required

1. 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.
2. Complete checklists for each facility are in part "L".

H. 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** | \$20/hr -2hr min | \$35/hr - 2 hr min |
| Fields with lights* | | \$50/hr - 2 hr min | \$65/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 Advisory Committee for pricing and other expenses that may be charged to user groups. The Tournament Applicant:
 - Will provide a \$250 CASH Security Deposit required within one week of event start date
 - 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
 - League will be charged for Town staff if additional staff is needed for a particular event to run smoothly
- 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.

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

****Regarding designated “recreational” Youth Leagues serving Beekman youth at a rate of 75% or greater:**

- 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. The Rec Office will send each Authorized Youth League a “Black-out” schedule as soon as the information is 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.

2. Fees for the Community Center, Pavilions & Grounds:

a. Weekend Party Fees

| | Hours | Town of Beekman Residents | Non-Residents |
|---|-----------------|----------------------------------|--------------------------------|
| Community Center ^{*1*2*3*5*8} | 10am - midnight | \$350 on Sat. \$300 on Sun | \$550 on Sat. \$500 on Sun. |
| Rec Park Pavilion Parties ^{*2*3*5*8} | 11 am - dusk | \$100 | \$175 |
| Rec Park Beach Parties ^{*2*3*4*5*8} | 12 noon - dusk | \$25 | \$75 |
| TCP Pavilion ^{*3*5*8} | 12 noon - dusk | \$125 | \$200 |
| TCP Indoor Service Counter ^{*3*6*7*8} | 12 noon - dusk | \$75 | \$150 |

- 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
- Return of the security is dependent on items listed in part “G” and part “L”
- All Renters must have insurance documents on file in accordance with Part F.

*1: A \$500 **CASH** security deposit is required with an additional \$100 if there is outside entertainment (bounce house, petting zoo, etc.)

*2: Swim packages: up to 25 swimmers, \$100; more \$200 (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 will be additional insurance requirements to be explained at time of rental

*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; it is only permitted in the Community Center and if alcohol will be furnished, served, or consumed the renter must adhere to the following:

- An additional security deposit of \$100 is due along with the security deposit required pursuant to Paragraph “4” above.
- If renter will furnish or serve alcohol at the Event, Renter will procure and maintain, at its sole cost and expense, liquor liability insurance in which the Town of Beekman is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Renter will furnish the Town with a certificate of insurance prior to the Event.
- If Renter will contract with a caterer or third party to furnish or serve alcohol at the Event, such caterer or third party shall procure and maintain at its sole cost and expense comprehensive general liability insurance with combined single limit coverage \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and liquor liability coverage insurance with combined single limit coverage of \$1,000,000 per occurrence and \$ 1,000,000 in the aggregate. Town and Renter shall both be named as additional insureds. Renter will furnish the Town with a certificate of such insurance prior to the Event.

- Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the Facility with prior written approval of the Town. The Town shall be named as an additional insured on the host liquor liability insurance.
- Renter and/or Renter's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated. Renter and/or Renter's guests shall require proof of age of all persons prior to serving them alcohol.
- Renter acknowledges the Town does not condone the irresponsible use of alcoholic beverages. It shall be the Renter's sole responsibility to monitor the use of alcoholic beverages by Renter's guests.

b. Instructor Weeknight Hourly Rental Fees

For usage Monday through Thursday for classes and under special circumstances early Saturday or Sunday mornings. Priority is for paying classes that serve Beekman Residents.

| | If 70% or more of Participants are Beekman Residents | All others |
|-----------------------------------|---|-------------------|
| Community Center Classes | \$25/hour | \$50/hour |
| Town Hall Meeting Room* | \$25/hour | \$50/hour |
| Rec Park Pavilion Classes | \$15/hour | \$25/hour |
| TCP Pavilion Classes | \$20/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 Thursday hourly rentals 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.
 - Any appeal to the refund policy, for extenuating circumstances, should be made in writing with documentation, to the Recreation Advisory Committee.
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 result 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 – applying to all parks

- Parks are open dawn to dusk unless otherwise permitted
- Parks are for Beekman residents and their guests
- Parking is to be in designated areas; do not drive on grass
- Alcohol is not permitted, except by permit in the Community Center
- Smoking is prohibited except for designated smoking areas
- Propane grills are only permitted for use by renters and must be 10 feet from any structure
- Field usage is by permit only
- Solicitors are by permit only
- Pets are not permitted in parks unless being walked on trails while leashed and owners 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. Facility Specific Rules and Checklists for Security Deposit Refund

1. Community Center

- Bring 40 x 48 Trash can liners or bigger and ensure pails are lined before use and upon departure
- Remove all garbage from building and place in dumpster
- Use good judgment when decorating: nothing is to be stapled or tacked to walls, trim, doors, or ceiling
- Do not lift ceiling tiles out of track to hang decorations and do not use tape on ceiling tiles or grids
- Do not use tape on ceiling, floor or painted surfaces
- Do not turn the Heat or A/C on or off; leave as it is - you may **ONLY** touch the up and down arrows
- Remove all decorations, including any pieces of tape and streamers
- Should any tables and/or chairs not be in working order, please place them in the room behind kitchen.
- Turn on the fan above the range/stove before turning on any burners or the oven
- Do not **BLOW** out the pilot lights on the gas range
- No smoking allowed in the building; there is a designated area outside on the north side of the building by back side of Mini-golf
- Alcohol permitted inside building with additional liability coverage as specified in Facility Rental Agreement only and **NOT** allowed **OUTSIDE** the building
- Any false AED, fire or security alarms set off will result in forfeiture of security deposit – **PLEASE NOTE the security alarm will go off if you use your key, or open and close doors, before or after your designated time**
- Replace all plug covers before leaving
- Check bathrooms and flush all toilets before leaving

- Wash and put away all tables and chairs in the neat order they were found
 - Rectangular tables go behind the kitchen
 - Round tables and chairs go in the closet as shown on photos on door
- Wipe down kitchen counters and sinks
- Empty refrigerator and clean spills
- Mop up any spills (**Use floor MOP & bucket for spills but Do Not Mop entire floor**)
- Sweep floors with dust mop (do not use dust mop for spills)
- Close, LATCH, and lock all doors upon departure
- Remove all signs and/or balloons from Park and Town areas or a \$100 portion of security deposit will be withheld
- **Return the key on Monday or Tuesday after 10am**

2. Rec Park Pavilion and Beach

- Do not bring glass bottles into park
- Bring 40 x 48 trash liners or bigger and ensure pails are lined before use and upon departure
- Remove all litter and garbage from rented area and place in dumpster
- Use good judgment when decorating: nothing is to be stapled or tacked to walls, trim, doors, or ceiling
- If park is closed, keep bathrooms locked unless supervising their use
- If using a bounce house:
 - Pre-arrange an acceptable location with Recreation staff
 - Pay additional security deposit
 - Staff it during use as it will not be obvious to other park patrons that it is not for them
 - Upon departure remove all anchoring equipment, fencing and waste
- Remove all decorations, including any pieces of tape and streamers
- No smoking allowed in the rented area; there is a designated area beyond the back of Mini-golf
- Wash all tables
- Upon departure, check bathrooms and flush all toilets and ensure no water is running in sinks or toilets
- Close, LATCH, and lock bathroom doors and windows if park is closed to public
- Remove all signs and/or balloons from Park and Town areas or a \$100 portion of security deposit will be withheld
- **Return the key on Monday or Tuesday after 10am**

3. Town Center Park Pavilion

- Do not bring glass bottles into park
- Bring 40 x 48 trash liners or bigger and ensure pails are lined before use and upon departure
- Remove all litter and garbage from pavilion and remove from park;reline garbage pails
- Use good judgment when decorating: nothing is to be stapled or tacked to walls, trim, doors, or ceiling
- If park is closed, keep bathrooms locked unless supervising their use
- If there are other users in the park the bathrooms will be shared
- If using a bounce house:
 - Pre-arrange an acceptable location with Recreation staff
 - Obtain a Certificate of Insurance naming the Town of Beekman, 4 Main St., Poughquag, NY as additionally insured

- Pay additional security deposit
- Staff it during use as it will not be obvious to other park patrons that it is not for them
- Upon departure remove all anchoring equipment, fencing and waste
- Remove all decorations, including any pieces of tape and streamers
- No smoking allowed in the pavilion;
- Wash all tables
- Upon departure, check bathrooms and flush all toilets and ensure no water is running in sinks or toilets
- Close, LATCH, and lock bathroom doors and windows if park is closed to public
- Remove all signs and/or balloons from Park and Town areas or a \$100 portion of security deposit will be withheld
- **Return keys on Monday or Tuesday after 10am**

4. Town Center Park Indoor Service Counter

- This is an empty room with 2 service windows: one to the Pavilion and one to the fields
- Renters of this space, who also rent the Pavilion may use BOTH windows
- Renters of this space who do NOT also rent the Pavilion, may only use the window that faces the fields.
- There are no appliances in this space
- There is no cooking that can be done in this space
- Any renters PREPARING food must pursue their own Food Service Permit from the Department of Health
- If there are multiple uses in the park, the bathrooms will be shared
- **Return keys on Monday or Tuesday after 10am**

5. Town Hall

- Do not move the large table that is in the back of the room
- Leave thermostat as you found it
- Ensure bathrooms are tidy, toilets are flushed and floors are free of paper
- Wipe down any tables and sinks that were used
- Clean any spills
- Put tables and chairs as you found it, set up for meeting
- Shut lights
- Lock doors

6. Fields

- **Usage Rules & Regulations**
 - 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, and darkness.
 - Maintenance/Grounds or Recreation Departments reserve the right to cancel games due to field conditions or unforeseen circumstances.
 - 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.
- **Closing/Playability Policy**
 - **Baseball/Softball Field Conditions:** The Maintenance Department reserves the right to cancel games due to field conditions or unforeseen circumstances and will use a hotline to inform the public of field conditions and closings. The hotline # is 227-1171 and 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.
 - **Violations of 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.

7. Dog Park

- Owners are legally and financially responsible for their own pets.
- All Dogs must be licensed, up to date with vaccinations, and healthy.
- All dogs using park MUST have a paid annual membership with the Town of Beekman Recreation Department.
- To enter Dog Park, owners must have Photo ID on their person
- To enter Dog Park, the dog must have on its collar, the current year's Dog Park Membership Dog Tag
- Members should only open the gate for themselves and their dog, not for anyone else, and not for any other dogs.
- Dog Park is open weather and conditions permitting.
- 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 must remain with their dogs at all times.
 - Owners will carry a leash for their dog at all times.
 - The Dog Park is open dawn to dusk when weather and environmental conditions are suitable.
 - The Town reserves the right to close the Dog Park due to any reason including, but not limited to, the weather, the road conditions, and large events.
 - When closed, a notice will be posted on the internet and an email blast will be sent to members.
 - In addition: when the gate to Doherty Park is closed, the Dog Park is closed.
 - Dogs are not permitted on sports fields at any time including when Dog Park is closed.
 - Only dog waste should be placed in the dog waste basket; all other trash should be placed in the larger pail outside the gates.
 - Owners may bring up to two dogs per adult into Dog Park, if adult can maintain control over both dogs.
 - Owners must supervise and are responsible for their dogs and any injuries or damage caused by them.
 - Owners must fill in any holes dug by their dogs prior to leaving the Dog Park.
 - Owners will clean up after their dogs.
 - No puppies under 6 months allowed.
 - No dogs in heat allowed.
 - No food, drinks or dog treats allowed in Dog Park.
 - No children under 18 are allowed in the Dog Park without adult supervision.
 - No aggressive dogs are permitted in the Dog Park.
 - If dogs get into an altercations, before leaving owners must exchange information including:
 - Dogs' names and Dog Park Membership tag numbers
 - Adult first and last names, phone numbers and addresses
 - This information should be emailed to: recdirector@townofbeekmanny.us
 - Altercations may result in suspension of membership.
 - Anyone found to be violating rules will have their membership revoked.
- Problems with dogs please notify both of the following:**
1. **The Dutchess County SPCA (contracted by the Town of Beekman to provide Animal Control services); at 845-204-9598. Back up numbers include: Lynn at 845-750-2312 & Steph at 845-705-3117.**
 2. **The Town of Beekman Rec Director at: recdirector@townofbeekmanny.us**

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.