



Town of East Fishkill Recreation

330 Route 376, Hopewell Junction, New York 12533

845-226-8395 ph ~ 845-223-5581 fax

Recreation1@eastfishkillny.org ~ www.eastfishkillny.org

Facility Use Request Form EFR-102

Date: _____

Organization: _____

Contact Person: _____

Phone: _____

E-mail: _____

Mailing Address: _____

City: _____ Zip: _____

Facility Requested: _____

Purpose of Request: _____

Day & Date of Request: _____ Times: _____ Number of Participants: _____

(Multiple dates/facilities use Attached Form EFR-104)

Special Notes: _____

Insurance certificate naming the Town of East Fishkill as additionally insured.

Facility Use Fee: _____ Deposit amount (50%) _____

There is **NO ALCOHOL** permitted on any town property, violators will be subject to prosecution.

The field may be closed at the discretion of the Town. In the event of rain call the rainout number 845-223-1301. For other field issues or questions, contact **Bill Green** at the Recreation Office at 845-226-8395 or email Recreation1@eastfishkillny.org

Renter has received a copy of Facility Use Guidelines.

Renter Signature: _____ Date: _____

Submit **Facility Use Request Form(s)** to the Recreation Office, 330 Rt. 376, Hopewell Jct., NY 12533 or via email or fax. Requests must be submitted at least **four weeks in advance** and will be subject to availability. Please note this form is used for all town facility requests including the Community Center, field space, and the pavilions/gazebo located at both Hopewell Park and Lime Kiln Park.

**Fees subject to change*

For Office Use Only:

Date Received _____

Deposit Paid: Yes NO Insurance Received: Yes No Rules Distributed: Yes No

Approved By: _____ Signed: _____ Date: _____

Depts Notified (Check Each): Grounds _____ Rec. Board _____ EFPD _____

Balance Owed: _____ Paid: _____ Date: _____



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Facility Use Request Form *EFR-104* (This form must be attached to form *EFR-102*)

Date: _____

Organization: _____ Contact Person: _____

Season/Year: _____

(Example: Fall 2014 or Spring 2015)

Projected Statistics: Total # of Teams using Town Fields: _____

| Field Location | Field # | Times (start-finish) | Days | Dates | For Office Use Only: Assigned |
|-------------------|---------|-------------------------|---------|-----------|----------------------------------|
| Sample: Brettview | BV-BB1 | 6-8 pm | M, W, F | 5/1 - 6/1 | |
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Attach additional sheets if needed.

Special Notes

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FIELD/FACILITY USE CHANGE FORM – EFR-108

All cancellations and change requests must be submitted to the Recreation Office on Form EFR-108. Non-use of fields/facilities without notification will be subject to a penalty fee.

Organization: _____

Contact Person: _____ Phone: _____ E-Mail _____

Mailing Address: _____ City: _____ Zip: _____

Facility: _____

Purpose: CHANGE or CANCELLATION

Circle One

Cancellation: Date(s) of Cancellation _____

Change: NEW Date(s) Requested: _____ Times: _____

Number of participants: _____

(Multiple dates/facilities use Attached Form EFR-104)

Renter Signature: _____ Date: _____

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**Fees subject to change*

For Office Use Only: _____ **Date Received:** _____

Deposit Paid: Yes NO Insurance Received: Yes No Rules Distributed: Yes No

Approved By: _____ Signed: _____ Date: _____

Depts Notified (Check Each): Rec Office ___ Grounds ___ Rec. Board ___ EFPD ___

Balance Owed: _____ Paid: _____



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Banner Request Form EFR-112

Organization: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Facility
Requested: _____

of Banners _____ Size _____

Proposed Banner location(s) _____

Date of Event: _____

For Office Use Only:

Request Approved by: _____

Request Denied by: _____

Date: _____

Town of East Fishkill Recreation

For use with Field Use Request Form *EFR-104*

Facility Locations and Numbers

| Field Location | Field Number | Field Address |
|----------------------|--------------|----------------|
| Brettview Baseball 1 | BV-BB1 | 14 Ninham Ave. |
| Brettview Baseball 2 | BV-BB2 | |
| Brettview Baseball 3 | BV-BB3 | |
| Brettview Baseball 4 | BV-BB4 | |

| Facility Location | Facility Number | Facility Address |
|-------------------------|-----------------|------------------|
| Community Center Rental | CC-001 | 890 Route 82 |

| Field Location | Field Number | Field Address |
|------------------------------|--------------|---------------|
| Hopewell Rec Baseball 1 | HR-BB1 | 392 Route 376 |
| Hopewell Rec Baseball 2 | HR-BB2 | |
| Hopewell Rec Baseball 3 | HR-BB3 | |
| Hopewell Rec Baseball 4 | HR-BB4 | |
| Hopewell Rec Baseball 5 | HR-BB5 | |
| Hopewell Rec Baseball 6 | HR-BB6 | |
| Hopewell Rec Firemen's Field | HR-F01 | |
| Hopewell Rec Utility Field | HR-U01 | |

| Facility Location | Facility Number | Facility Address |
|------------------------------|-----------------|------------------|
| Hopewell Rec Pavilion Rental | HR-P01 | 392 Route 376 |
| Hopewell Rec Gazebo Rental | HR-G01 | |

| Field Location | Field Number | Field Address |
|---------------------------|--------------|-----------------|
| Leetown Baseball 1 | LT-BB1 | 433 Leetwon Rd. |
| Leetown All Purpose Field | LT-AP1 | |

| Field Location | Field Number | Field Address |
|-----------------------------|--------------|---------------------|
| Lime Kiln Baseball 1 | LK-BB1 | 5 Old Lime Kiln Rd. |
| Lime Kiln Baseball 2 | LK-BB2 | |
| Lime Kiln All Purpose Field | LK-AP1 | |

| Facility Location | Facility Number | Facility Address |
|-----------------------|-----------------|---------------------|
| Lime Kiln Tent Rental | LK-T01 | 5 Old Lime Kiln Rd. |

Town of East Fishkill Recreation

For use with Field Use Request Form *EFR-104*

Facility Locations and Numbers

| Field Location | Field Number | Field Address |
|----------------|--------------|---------------|
| McGrath Field | MG-AP1 | 890 Route 82 |

| Facility Location | Facility Number | Facility Address |
|---------------------------|-----------------|------------------|
| Red Wing Lake Pavilion | RW-PO1 | 11 Old Farm Rd. |
| Red Wing Lake Picnic Area | RW-PIC1 | |

| Field Location | Field Number | Field Address |
|-----------------------------|--------------|---------------|
| Route 52 Complex East Front | SC-APE1 | 1925 Route 52 |
| Route 52 Complex East Rear | SC-APE2 | |
| Route 52 Complex West Front | SC-APW3 | |
| Route 52 Complex West Rear | SC-APW4 | |

| Field Location | Field Number | Field Address |
|---------------------|--------------|---------------|
| Wicopee All Purpose | WP-AP1 | W 7 Hook Rd. |
| Wicopee Baseball | WP-BB1 | |

| Day | Code |
|-----------|------|
| Monday | M |
| Tuesday | T |
| Wednesday | W |
| Thursday | Th |
| Friday | F |
| Saturday | Sat |
| Sunday | Sun |



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FACILITY USE GUIDELINES

Guidelines for the allocation and management of athletic fields and facilities permitted by the Town of East Fishkill Recreation.

East Fishkill Recreation will coordinate and allocate the use of its athletic fields and facilities for Town and non-town organizations to hold league play, practices, tournaments, and other sport related events as well as Resident and non-resident use of the facilities for event rentals. The Recreation Department will monitor proper use of allocations and permits. Priority will first be given to Town of East Fishkill recreation sports programs, Town of East Fishkill residents, and Town of East Fishkill special events. Due to increased demand, requests are not guaranteed. The Town of East Fishkill Recreation Department reserves the right to increase/decrease the number of fields assigned to an organization based upon prior usage, the need to accommodate new organizations, demographics and the unavailability of fields due to maintenance.

Facility Requests must include, but not limited to, the following:

Not-for-Profits

To qualify as a Not-for-Profit user, the organization must provide evidence of their Federal 501 (c) 3 filing and New York State non-profit status. Proof of insurance naming the "Town of East Fishkill" as Additional Insured may be required.

Town Residents must provide:

- Proof of residency
- When required: Certificate of Liability naming the "Town of East Fishkill" as Additional Insured

Town Leagues must provide:

- Certificate of Liability naming the "Town of East Fishkill" as Additional Insured
 - Financial Statement (Income & Expense) from previous year
 - Team Rosters and Non-Resident Fees
 - Fully Endorsed League Sponsorship & Field Use Agreement **EFR-106**
- *Town League is defined as organizations with at least 51% of Town of East Fishkill residents.

Non-Residents/Non-Town Leagues must provide:

- Certificate of Liability naming the "Town of East Fishkill" as Additional Insured

Any organization/person utilizing a Town facility must provide, in addition to what is listed above, any and all pertinent information upon request. Organizations that do not meet all of the requirements will not receive a field allocation, but may be allowed to receive fields for use under the hourly rates or For-Profit fee as outlined in the Fee Schedule adopted by the town of East Fishkill, providing they meet requirements regarding liability insurance.

Notice of Non-Use of Field

Any organization/person that has been allocated fields or facilities and does not intend to use them according to the agreement, shall notify the Recreation Office by submitting form **EFR-108**. Failure to comply with this non-use of a field/facility procedure may result in revocation of allocated field(s) and future scheduling. No-shows who did not notify the Recreation Department by submitting form **EFR-108** will be subject to a penalty fee.

Permit/Agreement Cancellation

The Town of East Fishkill Recreation Department reserves the right to cancel the use agreement/allocation of any Town field/facility at their discretion.

Inclement Weather

The Town of East Fishkill Recreation Department reserves the right to close any field/facility due to inclement weather. Be aware that if organizations use the field/facility during inclement weather, you and your organization will be held responsible for any and all damages that may occur as a result of such use including repair costs and lost revenue due to prolonged closure. It is the user group's responsibility to call the Field Closing Number, 845-223-1301, to verify field closures.

Lightening/Thunder Policy

Outdoor events will immediately cease at the first sign of thunder or lightening for a period of thirty (30) minutes after the last thunder or lightening strike before play can be resumed. All groups are responsible for adhering to this policy.

Subletting and Assignment of Athletic Fields

At no time may an organization or individual sublease their assigned fields to other user or groups.

Alcohol Policy

Alcoholic beverages are strictly prohibited on any and all town property including fields and facilities.

Community Center, Pavilions, Tents

Fee is due at time of request, to be submitted with the Facility Use Request Form, EFR-102. See further details below.

Field Rental

50% deposit is due at time of request, to be submitted with Facility Use Request Form, EFR-102. Final payment is due at least one (1) week prior to event.

Payment Method

Cash or Check made payable to the "Town of East Fishkill"

Concessions

Leagues are prohibited from selling food or beverages on Town fields/facilities. All concessions are contracted by independent vendors. Special considerations may be made upon request.

Neighbors

Consideration for neighbors adjacent to and adjoining Town property is appreciated.

Site Specific Field Use

Some sites may have restricted use due to the location of the athletic fields, neighborhoods, or limited parking. Additional site specific measures may be added related to these facilities. Check your permit for specific instructions. This includes, but not limited to, the need for additional porta-johns, trash bins, dumpsters, traffic control, etc.

Mass Assembly

Mass Assembly is defined by any group of 1,000 patrons or more. A special Mass Assembly permit is required and may be obtained from the Town Clerk's Office.

Field Rest and Renovation

Field rest and renovation programs may be scheduled to maintain field sustainability. The Recreation Department does attempt to be flexible in accommodating user groups however, ultimately the health and safety of the user and the condition and playability of the fields take priority. This may require the closure of fields/facilities, denial of use, or alternate site assignment if necessary.

Banner Policy

- Use Banner Request Form Form **EFR-112**
- Banners may be hung on the day of event only and must be removed the same day at the conclusion of the event.

COMMUNITY CENTER

1. Organization/Individuals using the Community Center must abide by all building rules and regulations such as emergency evacuation procedures, building limit capacity, no alcoholic beverages, no smoking, responsibility for the care and upkeep of the building furnishings and supplies.
2. Closes at 10:00 p.m. Occupancy after 10:00 p.m. is prohibited.
3. A **30 day notification** of cancellation is required by submitting Form EFR-108, or subject to a \$100 penalty fee.
4. No tape, tacks, or ties are allowed on the walls or ceiling at any time.
5. The Community Center is expected to be left in the same condition as it was upon arrival.
6. All chairs must be returned to the storage closet and table set back up as previously arranged.
7. A copy of the Certificate of Insurance, naming the Town of East Fishkill as Additional Insured is required.
8. Renters are prohibited from accessing the second floor and it's facilities unless otherwise assigned.

All fees, guidelines, and rules are subject to change.

Check-list for Renters

- Chairs stacked and put away
- Tables returned to original arrangement
- All trash in containers
- Facility must be broom swept
- Decorations must be removed
- Kitchen (if used) cleaned and swept
- Bathrooms cleaned
- Windows closed and locked

PAVILION AND TENT USE

1. Organization/Individuals must abide by all Town Park rules and regulations such as Emergency evacuation procedures, capacity, no alcoholic beverages, no smoking, responsibility for the care and upkeep of the building furnishings and supplies, no skateboards or motor bikes, etc.
2. All trash in containers
3. Decorations must be removed
4. Tables, benches, and chairs must be returned to original arrangement.

Renter may bring bbq grills:

1. Grill fires must be completely extinguished before leaving premises
2. No fires under the pavilion