



## Town of Clay Recreation Department Field Usage Request Form

Please complete all fields applicable to your request

Name (First, Last):		Date of Birth:
Street Address:		City, State, Zip Code:
Phone #:	Email:	
Organization/ Group/ Team Name:		Sport:

Fields: Please check desired field(s)

Clay Park North (Rt.31 & Verplank)	Clay Park Central I (Wetzel)	Clay Park Central-West (Henry Clay)	Meltzer Park (Stearns)	Clay Park South (Buckley)
___ Softball Field ___ Little League Field ___ Baseball Field(90 ft)	___ Soccer Field U8 ___ Soccer Field U10 ___ Soccer Field U12 ___ Soccer Field 13+ ___ Softball Field 1 ___ Softball Field 2 ___ Baseball Field (90ft) ___ Multi-use Field (100Yds x 55 Yds)	___ Soccer Field 1 13+ ___ Little League field 1 ___ Little League 2 ___ Football Field 1 ___ Football Field 2	___ Little League Field ___ Baseball (90ft) ___ Soccer Field 1 13+ ___ Soccer Field 2 13+	___ Softball Field 1 ___ Softball Field 2 ___ Softball Field 3 ___ Soccer Field U6 ___ Soccer Field U8 ___ Soccer Field U10 ___ Soccer Field U12 ___ Soccer Field 13+

Field Requesting	Activity Practice or Game	Day	Start Date	End Date	Start Time	End Time
<i>Example: Meltzer Park Soccer Field 1</i>	<i>Practice</i>	<i>Tues</i>	<i>6/2/21</i>	<i>7/8/21</i>	<i>1pm</i>	<i>3pm</i>

### Athletic Field Rates: 2022 Season

Organization Type	Fee
Non-Profit w/ certificate of proof	\$15.00/Hour
For-Profit	Contact Recreation Department for Rates

\*Additional Fees may incur for use of field lights or maintenance needs beyond the expectations as stated in the Field Usage Procedures, Rules & Rates form.

# **Town of Clay Recreation Field Usage Procedures, Rules & Rates**

## **For the 2022 Season**

### **Scheduling Procedures:**

- The “Field Request Form” shall be completed for all requests
- A single request form can be used for multiple requests
- “Field Request Forms” must be submitted in person to the Recreation Office at Clay Town Hall, or emailed to [jmuscatello@townofclay.org](mailto:jmuscatello@townofclay.org)
- A confirmation of reserved fields will be provided and a permit will be issued by the Town of Clay Recreation Department
- Fields may be rented out when available as long as there are no conflicts with Town of Clay Recreation Department events. The Town of Clay Recreation Department has the right to cancel any field rentals at any time. A refund, if applicable, will be processed for cancellations.
- Fields may be requested based on request periods below:
  - Spring/Summer Season- Requests accepted Feb 1<sup>st</sup>
  - Fall Season- Requests accepted June 1<sup>st</sup>
- Fees, if applicable, will be due within 48 hours of scheduled end time or as coordinated with the Recreation Department.
- All dates on “Field Request Forms” are that of requests. No dates are guaranteed.

### **Priority of Usage:**

- 1) Town of Clay
- 2) Historical use and existing organization agreements
- 3) Date of submitted request form
- 4) First come basis

### **Insurance:**

Organizations and groups MUST carry a minimum of \$1,000,000.00 Commercial General Liability Coverage with \$1,000,000.00 per occurrence, liability insurance coverage which names Town of Clay as an additional insured.

#### **Town of Clay**

4401 State Route 31  
Clay, NY 13041

### **Rates:**

Non-Profit w/ certificate of proof: \$15.00/Hour

For-Profit: TBD-Please contact Recreation Department for eligibility and rental rates

\*Field lighting subject to additional hourly fee

\*\*Additional field lining and maintenance subject to additional fee

### **Rules & Regulations:**

- A. Town of Clay Recreation Department will give user groups a permit to show authorization to use the field(s) or facilities.
- B. Field use is limited to the specified times as noted on the permit.
- C. Permits may be revoked, at any time, as directed by the Commissioner of Recreation.
- D. Any group or organizations who plans to offer food/beverage through a food truck or outside business, must receive written permission from the Recreation Department. Outside parties must also show proof of operation from the NYS Health Department.
- E. Any maintenance issues should be reported to the Town of Clay Recreation Department via email or phone call.
- F. The rental groups/organizations are responsible to supply its own equipment. Any equipment that is left at a Town Park or facility is the responsibility of the Organization. Existing equipment that is supplied at a Park through the Town of Clay Recreation Department may be used upon request.
- G. Any damages to Town equipment will be the responsibility of the rental group/organization.
- H. The rental groups must clean up all trash in dugout, sidelines or field after the last game or practice each night.
- I. Town of Clay will be responsible for mowing and maintaining athletic fields, to the best of their ability.
- J. Any special markings to fields may increase rental fees, including field size changes and additional field layouts or setup. Organizations may line or touch up fields at their own expense with permission from the Recreation Department. No fields may be altered without the permission from the Commissioner of Recreation.
- K. User groups who are given keys to facilities and are responsible for opening and closing the facility must ensure the facility is locked and secured prior to vacating the facility which can include securing gates, doors, locks, and turning off field lights. Failure to do so may result in non-refundable cancelation of field use for the remainder of the season. User groups may be responsible for the cost of additional lighting or vandalism repairs. Groups may also be subject to fees associated with lost keys.
- L. Vending/Selling merchandise is prohibited in all parks including the fields and parking lots. Special permits may be requested by contacting the Recreation Department.
- M. Automobiles shall be parked only in designated areas. Driveways and entrances must be clear at all times. The posted speed limit must be observed. No parking on the grass. Violators may be ticketed or towed at the owner's expense.
- N. Town of Clay is not responsible for loss or damage or personal property belonging to those using the fields.
- O. No pets allowed on the athletic fields.

P. Moving of goals, bases, fences or bleachers is not allowed unless it is property of the rental organization. No goals or bleachers may be moved outside the field of play rental area unless written permission is received from the Recreation Department.

Q. Each user group needs to designate a Responsible Party for all field rentals, to inform team coaches, representatives and players about Town of Clay procedures and rules. The Responsible Party is asked to report any problems with field conditions, equipment or lights.

R. User groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning.

S. Town of Clay will maintain restroom facilities in coordination with rental groups/organizations, if applicable. It is understood that rental groups/organizations will keep the facilities clean, sanitized and stocked with necessary items at their own expense during rental hours.

T. Town of Clay reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns.

U. Town of Clay is not responsible for any personal property loss or damage to vehicles.

V. Organizations and rental groups may not sub-rent fields or transfer field use that has already been permitted to any other user group under any circumstances. All organizations must request fields and have a permit through the Recreation Department.

W. All Town of Clay Park Laws apply to all field utilization. These can be viewed by visiting: [www.townofclay.org](http://www.townofclay.org)

**Statement of understanding:**

I the undersigned, representing the \_\_\_\_\_ organization, have reviewed this document and agree to inform all members of its contents and to assume that this organization enforces and follows all provisions of this agreement. I further give assurance that the organization or group that I represent is in compliance with all applicable Federal, State and local laws.

It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless the Town of Clay, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement. It is also understood that the organization will provide and maintain at its own cost, insurance coverage as outlined in the Field Usage Procedures, Rules, and Rates.

On behalf of the above mention organization, I, the undersigned, agree that our participants, officials and spectators will abide by the attached rules & regulations and realize that failure to fulfil my obligations to Town of Clay will result in immediate revocation of all permits issued to the organization and any future use without reimbursement of fees or expenses. This document supersedes all other relative to the permit for activities requested by this organization.

Printed Name of Responsible Party \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**Please sign and return this Rental Application and Agreement to:**

**Town of Clay Recreation Department  
4401 State Route 31  
Clay, NY 13041  
Phone: (315) 652-3800 ext 139  
Email: Recreation@townofclay.org**