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**TOWN OF SOUTHOLD
RECREATION DEPARTMENT**

**APPLICATION FOR USE OF SOUTHOLD PARKS FACILITIES
PLEASE PRINT LEGIBLY
APPLICATIONS DUE AT LEAST TWO (2) MONTHS BEFORE EVENT
Payment is due at time of application**

Today's Date: _____

Requesting Organization: _____

Applicant's Name: _____

Address: _____

Home Phone: _____ Business: _____ Cell: _____

E-mail Address: _____

Facility Requested: _____

Day(s) and date(s) of use: _____

Requested Time for Field/Park/Court/Use:

From: _____ To: _____

Requested time for lights to be on (if applicable). Field/court lighting will not be available from January 1 – March 1.

From: _____ To: _____

NOTE: LIGHTS MUST BE TURNED OFF BY 10:00 P.M.

Reason For Use (Please be specific and give details):

Is admission being charged? Yes _____ No _____

If yes, how much is being charged? _____

Please provide a detailed explanation of how the proceeds are to be used:

Applicant's Signature: _____

HOLD HARMLESS AGREEMENT

The applicant/group/organization agrees to indemnify and hold harmless the Town of Southold, its officials, employees, and/or agents from all claims, lawsuits, hospital and/or doctor bills, actions, proceedings, and liabilities for the loss or damage to property, or any injury, the death of a person, including any expenses incurred by the Town of Southold defending any claims, lawsuits, or action that may arise as a result of the conduct, actions, including the negligence of the applicant/group/organization to the fullest extent permitted by applicable law.

I have read the attached "SOUTHOLD TOWN FACILITY RULES AND REGULATIONS" and agree to abide by them.

Name of Organization: _____
Please Print

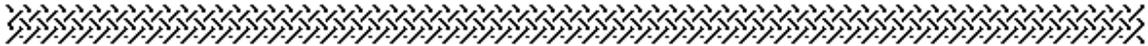
_____ Date _____ Please Print (Principal/Authorized Representative)

Applicant's Signature: _____

We are glad that we are able to provide your group/organization/league with a facility. Your group is required to make certain that the field is free of debris when you leave for the day.

Our staff has maintenance schedules exclusive of outside groups who use our facilities and we need to make sure that the field is ready for future groups and activities.

Thank you for your time and cooperation regarding this matter.



FOR OFFICE USE ONLY

Certificate of Insurance Required? YES NO

Special Events Application Required? YES NO

If yes, please fill out the attached application.

Facility Is:		Request Is:	
Available	{ }	Approved	{ }
Not Available	{ }	Denied	{ }

Recreation Department

Supervisor

1. Permits are required for use of all town fields. Permit applications are available through the Southold Town Recreation Department. Permits are required for all groups. Preference is given to applicants and/or groups that are residents of the Town of Southold. To meet the requirement for a resident group, 65% of players/participants must be Southold Town Residents. Active rosters listing current players are required for all sport leagues. Proof of residency (tax bill, utility bill, etc.) is required for every member on the roster. Reservations are to be made through the recreation department. Priority will be given to scheduling games and scrimmages. Practices are on a first come, first serve basis. Fields will not be reserved for practices.
2. Fee schedule:

TIER #	TIER DESCRIPTION	FACILITY USE FEES
Tier 1	Town of Southold, little leagues, local non-profit groups, civic organizations, local schools, charitable groups, etc.	No Charge
Tier 2	Resident For Profit groups that charge fees and travel teams All travel teams must obtain Town Board approval (resolution) for field use	\$75/1/2 day/field (up to 4 hours) ◆◆◆◆◆◆◆◆ \$150/full day/field (up to 8 hours) ◆◆◆◆◆◆◆◆ \$250 travel team season: winter, spring, summer, fall
Tier 3	Non-Resident Groups, Schools, Leagues, etc. Verification is required for non-profit groups Application is reviewed by Park & Recreation Committee, followed by Town Board resolution. Application is pending until final approval.	\$50/1/2 day/field (up to 4 hours) ◆◆◆◆◆◆◆◆ \$100/ full day/field (up to 8 hours)
Tier 4	Non-Resident For Profit Groups that charge fees Application is reviewed by Park & Recreation Committee, followed by Town Board resolution. Application is pending until final approval.	\$200 1/2 day/field (up to 4 hours) ◆◆◆◆◆◆◆◆ \$400/full day/field (up to 8 hours)

Fees may be waived if group/organization/league is willing to donate or make improvements to the facility. This is subject to the approval of the parks, beaches, and recreation committee and the Southold Town Board. The Town reserves the right to waive fees.

3. Town sponsored activities shall take precedence in the use of the facility. If necessary, groups may be asked to change scheduled dates or cancel facility use in the event that fields need maintenance, can't be played on due to excessive use, etc. We will try to avoid this situation and adhere to your scheduled activity.
4. Persons requesting use of a town facility are required to provide a Certificate of Insurance naming the **TOWN OF SOUTHOLD** as additional insured. If requesting use of *Strawberry Fields*, the **COUNTY OF SUFFOLK** must also be included as additional insured. The Certificate of Insurance will not be accepted unless it states all the correct information. It is up to the applicant to maintain a current and up-to-date certificate of insurance. The applicant must sign a hold harmless agreement.

The general liability policy should include:

Each Occurrence	\$2,000,000
Damage to Rented Premises	\$50,000
Med Exp	\$5,000
Personal & Adv Injury	\$2,000,000
General Aggregate	\$2,000,000
Products-Comp/OP Agg	\$2,000,000

5. The facility must be left clean and orderly and in its original condition. Trash clean-up after events is the responsibility of the organization. Please make sure teams pick up water bottles, litter, lost and found articles, etc. after practices and games. Trash, garbage, and all other litter shall be placed in containers provided for this purpose, and shall be limited to litter accumulated during use of town recreation areas. It shall be unlawful for any person to deposit any refuse brought from private property in receptacles located in town parks or facilities. Nothing in this section is intended to prohibit the disposal of refuse generated from park use such as picnics, barbecues, lunches, etc.
6. The responsibility for safety and order during facility use is that of the applicant. The use of the fields when standing water is present, footing is unsure and slippery, during heavy rain or severe weather storms, or following heavy rain will not be allowed. It is the responsibility of the organization's coach, supervisor, director, etc. to cancel the event during such conditions. Failure to cooperate with this may result in loss of field privileges as it will result in compaction of the turf and unsafe playing conditions for all that use the facility.
7. Lights are to be for group play only and must be turned off by **10:00 PM**. Use of lights past **10:00 PM** may result in loss of privileges for future activities. Individuals are not allowed to use lights for individual use or non-organizational activity.
8. It is up to the applicant to make sure that if food or beverages are to be sold at your events, the vendor has the proper health department certificates and certificates of insurance. Requesting organization must approve vendors. Outside vendors will not be allowed on the facility. The town may require proof of these documents from vendors.
9. Alcoholic beverages or other controlled or illegal substances are **NOT** permitted on town property.

10. No open fires are allowed. Smoking is not allowed on any town owned facility including playgrounds and park facilities.
11. Consider other park users. Boisterous, immoral, or indecent conduct will not be tolerated. It is unlawful to use profane or abusive language or to conduct oneself in a manner that interferes with the reasonable use of the park by the general public.
12. Use or discharge of any type of air gun, slingshot, or explosive is prohibited.
13. Please cooperate in keeping the rest rooms and washrooms in a neat and sanitary condition.
14. It is unlawful to remove, destroy, mutilate or deface any structure, monument, statue, vase, fountain, wall fence, railing, vehicle, bench, shrub, tree, fern, plant flower, lighting system or sprinkling system or other property in any park.
15. It is against park policy to play car stereos, radios, or "boom boxes" - portable audio equipment, such as tape or compact disc players - so loudly they interfere with normal conversations or cause annoying vibrations at a distance of 75 feet or more.
16. The applicant must assume prompt responsibility for any damage to the grounds while being used by their group or organization.
17. **Abuse of Policy**
The following steps will be adhered to for any abuse of the policy:
First Offense:
Written warning to team and President/Director of the organization.
Second Offense:
Suspension of the team or organization from practicing on fields for one week.
Forfeiture of a team or organization's privilege to either practice or play games on Town of Southold fields for the remainder of the season and denial of future applications for permits submitted by such team, group, or organization.

Field Permits will be revoked for:

- ◆Unsafe playing conditions (see #5)
- ◆Use of alcohol or other controlled substances at field sites
- ◆Excessive litter
- ◆Cars parked on fields and other grass areas
- ◆Use of foul and abusive language
- ◆Failure to adhere to Town ordinances.

18. **Town of Southold - Code of Conduct**

The Town of Southold has adopted the following code of conduct as a result of its concerns for good sportsmanship in all athletic events.

Sports can be used as an opportunity for young and old alike to learn how to engage in healthy competition while maintaining respect for their opponents. All parties involved in athletic competitions should adhere to the highest standards of constructive support for the contestants. By utilizing the Town of Southold recreation facilities, all parties must abide by this Code of Conduct. Violations may result in the loss of privileges at town facilities.

- ◆Participants and spectators will be a positive role model and encourage sportsmanship by showing respect and courtesy for all players, coaches, officials, and spectators at every game, practice, or sporting event.

- ◆We will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent, such as booing and taunting, refusing to shake hands, or using profane language or gestures.

- ◆We will respect the officials and their authority and will refrain from questioning, discussing, or confronting coaches during the game. If warranted, we will take the time to speak with the officials or coaches at an agreed upon time and place in a courteous and considerate manner.

- ◆We will keep in mind that children participate to have fun and that the game is for the youth, not the adults. Adult leagues, please take heed of your behavior during participation in your particular sport.

- ◆We will provide a sports environment that is free from drugs and alcohol and will refrain from their use at all sports events.

- ◆We will remain respectful of the athletic facility in which we are using and will not damage or deface park or town property.

- ◆*In a nutshell, play fair, be a good sport and role model, and remember the golden rule.*

19. The applicant/group/organization agrees to indemnify and hold harmless the Town of Southold, its officials, employees, and/or agents from all claims, lawsuits, hospital and/or doctor bills, actions, proceedings, and liabilities for the loss or damage to property, or any injury, the death of a person, including any expenses incurred by the Town of Southold defending any claims, lawsuits, or action that may arise as a result of the conduct, actions, including the negligence of the applicant/group/organization to the fullest extent permitted by applicable law.

**FOR FURTHER INFORMATION, PLEASE CONTACT THE
SOUTHOLD RECREATION DEPARTMENT AT 631.765.5182.**