

Town of Wilton
Department of Parks and Recreation
At Gavin Park

10 Lewis Drive
Saratoga Springs, NY 12866
Phone: (518) 584-9455
Fax: (518) 587-9913
Website: www.townofwilton.com

BUILDING AND PROPERTY USE POLICY

The facilities at Gavin Park are primarily for use by Wilton residents, the Parks & Recreation Department and Town of Wilton programs. Use for outside organizations, groups or individuals is subject to availability.

Included in the Gavin Park facility are:

Multi purpose gymnasium	Playground (non-rental)
Dailey Gymnasium	Open space in park boundaries
Meeting room	Pavilions
Athletic fields	All sports equipment (non-rental)
Game room	Basketball Courts
Walking Path/Track	Soccer Fields
Baseball Fields	Tennis Courts
Batting Cage	Kitchen/snack area (non-rental)

THIS IS WHAT YOU WILL NEED FOR RENTALS:

- 1.) Two checks made out to "Wilton Recreation"; one for deposit and one for the fee.
- 2.) Application for use form
- 3.) Proof of residency
- 4.) Certificate of insurance and hold harmless agreement

CANCELLATIONS AND LATE SIGN UP FEES:

Program Late Sign Up Fee: \$10
Program Cancellation Fee: \$10 - if a uniform has been ordered we will only refund 50% of the sign up fee.

All Facilities: If cancellation is made 15-30 days before first date of use, 50% refund will be issued.

7-15 days before first date of use, 25% refund

1-7 days before first date of use, no refund will be given.

SNOW OR WEATHER RELATED:

You can call the office between 3:00 pm and 5:00 pm to see if the building will be open. Please note that we do not follow school closings; town buildings are usually open even during inclement weather.

FEES:

Fees are determined by the Parks and Recreation Commission. Fees are to be paid under the terms and conditions set forth by the Parks and Recreation Department (see fee schedule). Deposits must be paid at the time of acceptance of rental agreement. After use the rental will be inspected by Parks and Recreation staff to determine any damage or infringement of rules. They will recommend to the Parks and Recreation Director and Parks and Recreation Commission to return or hold deposit. Damages will be billed to user. Failure to pay will result in legal action. There is a \$30.00 fee for all returned checks. Deposits are held until the facility has been evaluated for damage and confirmation of adherence to the rules and regulations (i.e., trash in/out, equipment use, damage etc.). All fees are nonrefundable.

BILLING:

One time or special events are to be paid for in advance, once the date and event has been approved. (30 days prior to event.)

Weekly or long term usage must be **pre-paid** on a monthly basis. If the payment of your bill is 10 days overdue your rental privilege may be revoked. There is a \$30.00 fee for returned checks. All checks must be made out to **“Wilton Recreation”**.

The Parks and Recreation Department/Commission reserves the right to cancel any and all activities for reasons such as, but not limited to, failure to comply with rules and regulations, damage, continual misconduct or behavior problems of participants. This decision is final. The Parks and Recreation Commission reserves the right to refuse any group or organization which promotes indecent or unlawful behavior.

GENERAL RULES FOR GAVIN PARK

- TRASH IN/TRASH OUT APPLIES TO ALL PARK USERS**
- NO PETS ALLOWED**
- NO ALCOHOLIC BEVERAGES**
- NO GLASS CONTAINERS**
- OBEY THE 5 MPH SPEED LIMIT**
- PARK IN DESIGNATED AREAS ONLY**
- WATCH FOR CHILDREN**
- PEDESTRIANS HAVE THE RIGHT OF WAY**
- RESPECT OTHER ACTIVITIES IN PROGRESS**
- SUPERVISE THE CHILDREN IN YOUR CARE AT ALL TIMES**
- FIRES FOR COOKING ARE LOCATED AT RENTAL PAVILION**
- BARBECUE SITE ONLY**
- NO BARBECUE GRILLS BROUGHT IN**
- NO PROPANE OR GASOLINE OR OTHER FUEL ALLOWED**

HOURS OF OPERATION:

The hours for the multi-purpose facilities are scheduled by the Parks and Recreation Department. These hours will vary as required and will have no bearing on the outside area hours of operation.

OUTSIDE AREAS HOURS OF OPERATION:

PARK OPENS AT 9:00 AM DAILY
PARK CLOSES AT 6:00 PM DURING EDT
PARK CLOSES AT 9:00 PM DURING DST

(“THE PARK” REFERS TO THE FIELDS, PAVILION, PLAYGROUND AND GENERAL OPEN GREEN AREAS)

Violators to the park closed hours will be prosecuted as trespassers. Trespassers will be reported to the Sheriff’s Department and prosecuted to the full extent of the law.

RULES FOR PAVILION RENTAL USE

The rental pavilion is the larger pavilion which has cooking grills. It is available for recreational gatherings.

The pavilion containing the restrooms is open to the public at all times during park operation. Cooking is not allowed at this pavilion. This pavilion is not available for rental.

Tables should be placed in the same position they were in before rental users arrived. Trash in/trash out.

Children must be supervised at all times.

Pavilion rentals may include fields if they are not in use or under rental.

Play area is open to the public as is the pavilion with the bathrooms.

RULES FOR USE OF MULTI PURPOSE FACILITIES (GYMNASIUMS)

Permitted activities are determined by the Parks and Recreation Commission.

1. No food
2. No drinks
3. No gum
4. You must carry your shoes in
5. Water bottles are permitted in the hallway area only
6. Equipment requests must be made in advance of time of use. Equipment will be left out for participants.
7. Children must be supervised at all times
8. Due to insurance requirements no children are allowed in the facility during adult programming
9. Hours of use will be specified by the Parks and Recreation Department
10. Activities should end promptly as scheduled

ANY VIOLATIONS OF THESE RULES COULD TERMINATE USAGE RIGHTS

INSURANCE - HOLD HARMLESS REQUIREMENTS

ALL USERS WILL PROVIDE A CERTIFICATE OF INSURANCE WITH MINIMUM LIMITS OF:

- \$1,000,000.00 BODILY INJURY PER OCCURRENCE
- \$1,000,000.00 PROPERTY DAMAGE PER OCCURRENCE
- \$2,000,000.00 AGGREGATE, OR
- \$1,000,000.00 COMBINED SINGLE LIMIT

Organizations must also provide a “hold harmless agreement” and the Town of Wilton and The Dailey Foundation shall be named additional insured on a general liability policy with the limits set by the Town of Wilton Parks and Recreation Commission.

Insurance certificates and hold harmless agreement are to be submitted with all building-pavilion-field use request forms.

TOWN OF WILTON
PARK & RECREATION DEPARTMENT

HOLD HARMLESS AGREEMENT

The licensee agrees to indemnify and save harmless the Town of Wilton and its agents and employees (hereinafter referred to as “owner”), from and against all claims, damages, losses and expenses (including, but not limited to attorney’s fees), arising out of or resulting from the performance of the work sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury to or destruction of property caused by the negligent act or omission of the licensee, its employees, agents or subcontractors.

Organizations must also provide a “Hold Harmless Agreement” and the Town of Wilton shall be named additional insured on a general liability policy via CG2010 10/01 (Additional Insured Endorsement) or an equivalent (such as a Broad Form Additional Insured Endorsement) and a CG2037 10/01.

SIGNATURE _____

DATE _____

FOR (Name of Organization) _____

STREET ADDRESS _____

CITY, STATE & ZIP _____

2006 Fee Schedule

Programs	Category I	Category II	Category III	Category IV
After School Program - per month	N/A	135	165	185
Batting Cage Rental-per hour (Buy 5, Get 1 free)	N/A	15	20	25
Gorilla Ball - per session	N/A	60	80	90
JR NBA - per session	N/A	85	100	135
Over 30 Basketball - per night/per session	N/A	5/90	10/180	N/A
Over 40 Basketball - per night/session	N/A	5/30	10/60	N/A
Pavilion Rental (per day)		75	100	125
Gym Rental - Hourly	N/C	45	55	65
Game Room Rental (3 hour block)	N/C	25	25	25
Field Rental - Soccer: per 1½ hours	N/C	35	45	60
Field Rental per 1 ½ hours - Baseball/Softball:	N/C	35	45	60
Summer Camp:				
On Site	N/A	320	625	N/A
Add Swimming	N/A	395	700	N/A
Add All Field Trips	N/A	520	825	N/A
Add Bus pick up/drop off	N/A	135		
Baseball Clinic –price not set	N/A			

*Prices subject to change

Full payment must be made no later than 30 days in advance of first day of use.

CANCELLATION FEE AND LATE SIGN UP FEES:

Program Late Sign Up Fee: \$10

Program Cancellation Fee: \$10 If a uniform has been ordered we will only refund 50% of the sign up fee.

All Facilities:

If cancellation is made 15-30 days before first date of use, 50% refund will be issued.

7-15 days before first date of use, 25% refund

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CATEGORIES AND FEES

<p>CAT. I: TOWN OF WILTON GOVERNMENT GROUPS AND SARATOGA SPRINGS CITY SCHOOL DISTRICT SCHOOL RELATED FUNCTIONS FOR SCHOOLS LOCATED IN THE TOWN OF WILTON</p> <p>a. Charges: No facility charge. Excess labor costs will be reimbursed by the group if not during regular and reasonable custodial hours.</p> <p>b. Usage requiring overtime: Will be permitted only when labor costs incurred by the Town are reimbursed by the groups if not during regular and reasonable maintenance hours.</p> <p>c. Proper clean up to be determined by a Park representative.</p> <p>Services: Setup and/or cleanup hourly charge per Town employee if necessary: Maintenance - \$25.00 per hour</p> <p>Town reserves the right to waive all fees.</p>	<p>CAT. II: RESIDENTS OF THE TOWN OF WILTON; ORGANIZATIONS WHERE MEMBERS ARE FROM THE TOWN OF WILTON, NOT FOR PROFIT AND LOCATED IN THE SARATOGA SPRINGS CITY SCHOOL DISTRICT</p> <p>See Schedule of Fees.</p> <p>a. Charges: These groups will pay a facility fee.</p> <p>b. Usage requiring overtime: Will be permitted only when labor costs incurred by the Town are reimbursed by the groups if not during regular and reasonable maintenance hours.</p> <p>c. Proper clean up to be determined by a Park representative.</p> <p>Services: Setup and/or cleanup hourly charge per Town employee if necessary: Maintenance - \$25.00 per hour</p> <p>Town reserves the right to waive all fees.</p>
<p>CAT. III: NON-WILTON RESIDENT, SARATOGA SPRINGS CITY SCHOOL DISTRICT RESIDENTS, SCHOOL RELATED GROUPS AND NOT FOR PROFIT ORGANIZATIONS</p> <p>See Schedule of Fees.</p> <p>a. Charges: These groups will pay a facility fee.</p> <p>b. Usage requiring overtime: Will be permitted only when labor costs incurred by the Town are reimbursed by the groups if not during regular and reasonable maintenance hours.</p> <p>c. Proper clean up to be determined by a Park representative.</p> <p>Services: Setup and/or cleanup hourly charge per Town employee if necessary: Maintenance - \$25.00 per hour</p> <p>Town reserves the right to waive all fees.</p>	<p>CAT. IV: NON- RESIDENTS, NON-SARATOGA SPRINGS CITY SCHOOL DISTRICT RESIDENTS AND FOR-PROFIT ORGANIZATIONS</p> <p>This includes for profit groups or organizations whose members are residents outside the Town of Wilton and outside of the Saratoga Springs City School District.</p> <p>See Schedule of Fees.</p> <p>a. Charges: These groups will pay a facility fee.</p> <p>b. Usage requiring overtime: Will be permitted only when labor costs incurred by the Town are reimbursed by the groups if not during regular and reasonable maintenance hours.</p> <p>c. Proper clean up to be determined by a Park representative.</p> <p>Services: Setup and/or cleanup hourly charge per Town employee if necessary: Maintenance - \$25.00 per hour</p> <p>Town reserves the right to waive all fees.</p>
<p align="center">* Town reserves right to exclude any group or organization that promote indecent or unlawful behavior.</p>	

TOWN OF WILTON - GAVIN PARK USER INSTRUCTIONS: Check with the Parks and Recreation secretary for availability of space and dates. Complete form and submit with deposit and fees to secretary. Complete and initial all paperwork, make out 2 checks (1 for deposit, 1 for fee) to "Wilton Recreation" and attach certificate of insurance if you are an organization.

DATE _____

NAME: _____

ST. ADDRESS: _____

CITY, STATE, ZIP: _____

ORGANIZATION/GROUP NAME: _____

LIABILITY CARRIER & POLICY #: _____

<u>AREA REQUESTED:</u>	<u>DATES REQUESTED:</u>	<u>HOURS of USE</u>
___ DAILEY GYM	_____	FROM ___ TO ___
___ GYM	_____	FROM ___ TO ___
___ FIELD	_____	FROM ___ TO ___
___ PAVILION	_____	FROM ___ TO ___
___ MEETING RM	_____	FROM ___ TO ___
___ GAME ROOM	_____	FROM ___ TO ___

PURPOSE OF USE: _____

SIZE OF GROUP: _____

ADMISSION CHARGED? _____

SPECTATORS EXPECTED? _____

ESTIMATED NUMBER: _____

EQUIPMENT/FURNITURE NEEDS: _____

CONDITION OF USE: it is understood that the above-named organization will abide by all policies and rules of the Town of Wilton and the Parks and Recreation Commission and they shall be liable for any and all damages resulting from the activity. **I understand that there are no children allowed in the facility during adult programming. I also understand that any equipment requested will be left out for use.** Pre-payment is required.

Deposits can be returned 48 hours after use or returned by signing voucher after 48 hours.

SIGNATURE OF APPLICANT: _____

DATE: _____ **PHONE NUMBER:** _____

OFFICE USE ONLY

DEPOSIT \$ _____ **CHECK** ___ # ___ **CASH** _____

USE FEE \$ _____ **CHECK** ___ # ___ **CASH** _____

MAINTENANCE REPORT: _____

MAINTENANCE SIGNATURE: _____

RETURNED DEPOSIT: YES ___ **NO** ___

USER SIGNATURE AND ACCEPTANCE OF MAINTENANCE REPORT: _____

DATE: _____

PROGRAM NAME: _____

PARTICIPANT'S NAME _____

ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ AGE _____ DATE OF BIRTH _____ CURRENT GRADE _____

EMERGENCY CONTACT _____ PHONE _____

NAME OF PARENTS/ GUARDIAN (IF MINOR) _____

MEDICAL INFORMATION:

DATE OF LAST TETANUS _____

ALLERGIES _____

INSURANCE CARRIER _____

MEDICATION _____

ID# & GROUP # _____

HANDICAPS/SPECIAL NEEDS/IEP _____

FAMILY PHYSICIAN _____

DISABILITIES _____

PHYSICIAN PHONE # _____

PLEASE CIRCLE ONE (THIS IS AUTHORIZATION FOR MINOR MEDICAL TREATMENT SUCH AS ICE PACKS, BAND-AIDS ETC.) YES NO

I authorize Wilton Recreation to use photos of the above named person for advertising, in house use, etc.

YES _____ NO _____ (Please supply current photo).

AUTHORIZATION FOR MEDICAL TREATMENT OF MINORS

Under the law, parental permission must be granted for provision of emergency medical, dental or hospital services. In such a case, this form acts as a legal document giving permission for an authorized Town of Wilton representative to authorize treatment in your absence.

However, a child may be treated, without parental consent, when a physician determines the child needs immediate medical care and that an attempt to obtain parental consent would result in a delay which would increase the risk to the child's health or life.

Parent/Legal Guardian initials _____

Rules Acknowledgement: Misuse of equipment and facility will not be tolerated. Parents will be held accountable for any damage done by their child/ren. No disorderly conduct will be tolerated. This includes, but not limited to: swearing, physical contact, verbal abuse and the use of weapons. Respect will be shown to staff and others at all times. Parents must come in and sign child/ren in and out. Discipline procedures include verbal and or written warnings, suspension and or expulsion. Each situation will be dealt with on an individual basis. All participants are expected to know and cooperate with ALL the rules and regulations. Using good judgment and common sense will help assure a continuous, equitable an enjoyable program.

Parent/Legal Guardian initial _____

I absolve the Town of Wilton and the Wilton Recreation Commission and any of its employees and volunteers of any liability in the event of an accident or emergency occurring while participating in any Wilton Recreation Commission sponsored program and any areas that may be encompassed thereof.

X _____

SIGN HERE FOR AUTHORIZATION FOR A MINOR OR FOR ADULT PROGRAMMING

DATE

OFFICE USE ONLY

BIRTH CERTIFICATE YES _____ NO _____ IMMUNIZATION FORM _____ PROOF OF RESIDENCE:

LICENSE _____ TAX BILL _____ NIMO _____ NON-RES _____

TOTAL AMOUNT DUE \$ _____ PAID TODAY \$ _____ BAL. DUE \$ _____