

TOWN OF PENFIELD RULES AND INFORMATION **PARK SHELTERS, PICNIC AREAS AND ATHLETIC FIELDS**

All persons/groups wishing to reserve park shelters and ball fields must obtain permits through the Penfield Recreation Department. You must be at least 21 years of age to obtain a permit. Permits are available the first working day of December for the year to follow.

GENERAL RULES FOR PARK USE

1. Park hours: 6:00 AM - 10:00 PM Shelter hours: 9:00 AM-10:00 PM
2. Park users must be in compliance with the Town of Penfield Park and Properties Ordinance at all times. Prohibited acts include (but are not limited to): gambling, loud or amplified music (**DJs not allowed**), boisterous behavior, and defacement of property.
3. Alcohol (beer and wine) is allowed in park shelter and picnic areas only. NO hard liquor, beer kegs, nor glass bottles allowed. NO ONE UNDER AGE 21 may be served alcohol.
4. Open shelters and athletic fields may be utilized on a “first come” basis, with the understanding that persons/groups that have reserved facilities have priority over “non-reserving” users. Games and athletics must be played in appropriate areas with regard to the safety of other park users.
5. Any organized team utilizing the facilities for athletic practices or competitions and any organization utilizing the shelters for “special events” must complete the permit process. Proof of General Liability Insurance naming the Town as additionally insured will be required. Any person/group requesting to reserve a facility with a planned attendance in excess of 100 persons should submit a (brief) written description of the event with their application approximately one month in advance of event.
6. Set-up of any equipment involving driving of stakes/poles into ground (ie canopy, portable volleyball net, etc.) requires special approval as communication regarding underground electrical lines or pipes must occur prior to use.
7. Parental/adult supervision is recommended for youth using playground areas.
8. Use and/or possession of firearms, air guns, slingshots, bows, fireworks and other like instruments is not permitted.
9. Horseback riding, operation of snowmobiles, motorbikes, go-carts, ATVs is not permitted.
10. Domestic animals in the park must be held in control by a leash attached to a collar or harness or under voice control when fully trained to obey voice commands. Owner is responsible for clean up of pet waste.
11. Neither vehicles nor personal property may remain in the Town park areas after close.
12. Skate board use is prohibited on all park basketball and tennis court areas, roadways, and on benches, tables, bike racks, etc.
13. Cancellations required 14 days in advance in order to receive a refund; a \$5.00 processing fee is assessed.
14. Parking in designated areas only. Parking allowed by permit only in handicap spaces.
15. No person shall engage in any business, trade, or commercial transaction, or other activity within a park involving the sale of merchandise or services (including concessions) for which any fee, payment, donation, or other consideration is required or requested - except for duly authorized agreements which shall have been formally approved by the Director of Facilities.

POLICIES SPECIFIC TO USE OF ENCLOSED SHELTERS

The shelter key must be picked up at the Recreation Office, 1985 Baird Rd., on the last business day prior to rental and returned the first business day following use. **A \$100.00 security damage deposit is required when picking up the key;** the deposit is returned at the time of key return - provided the “post-use” inspection by Parks Officers proves satisfactory. Access to the enclosed lodges permitted **only** on the date of use (ie no prior admittance for decoration or storage).

Harris Whalen Lodge - Upon arrival unlock the south side double doors (the only doors your key will fit from the outside). FOR FIRECODE REASONS - You must unlock the double doors on the east and west side of the building; this is done from the inside only by turning the thumb latches and pulling down the deadbolts. Electricity, water and heat will be turned on prior to your entry. All plugs are ground fault type; if electricity appears off, push “reset” on plug. Heat is thermostatically controlled and has been preset.

Veterans Memorial Lodge - Upon arrival you may unlock and enter through any shelter door; security alarm system will have been

disarmed by Parks staff according to the start time indicated on your use permit. Tables and chairs are stored in an interior room and may be set-up as needed. Temperature is thermostatically controlled. Parking only in designated lots. Use of thumb tacks/tape for decorating purposes is limited to the tack strip on the shelter walls. No staples, nails, or any other item driven into walls or beams is allowed.

Upon your departure, please make sure the floors are swept, kitchen area cleaned, sink, stove and oven turned off, and all trash (from inside and the immediate area outside) placed in trash receptacle located just outside the main double doors (HW) and just outside the kitchen doors at Dolomite Lodge. Tables and chairs should be placed in their original positions and doors locked with security/deadbolts in place.

Departure checklist:

Oven/stove off _____ Water off _____ Kitchen clean _____ Tables/chairs put back _____ Floor swept _____

Doors locked _____ Trash picked up (inside and out) _____

Penfield Recreation Office Hours for key pick-up/return: Monday thru Friday 9:00 am - 5:00 pm (Except on Town holidays).

LODGE AND SHELTER RENTALS
TOWN OF PENFIELD POLICIES

1. The Town of Penfield parks and properties shall be used primarily by Town residents.
2. No parks or properties shall be used for personal profit. The sale of any item or service within the boundaries of Town properties is prohibited without the express written permission of the Town of Penfield. Any such sales intent must be specifically stated at the time of permit application. Any food sale or service to the public receiving approval by the Town must be in compliance with Monroe County Health department standards and regulations at all times.
3. All permit requests/requirements must be made 14 days in advance to receive a refund: transfer requests must also be made 14 days in advance. A \$5.00 processing fee will be assessed for all refunds and transfers.
4. All persons will be responsible for cleaning and restoring the areas to their original state by the 10:00 pm shelter closing time. All damages must be reported to Town personnel. A charge will be assessed for any damages or any cleaning or restoration left undone.
5. Alcohol consumption is not permitted on Town properties, with the exception of certain park areas. Consumption in these areas must comply with NYS Law and Penfield Parks and Properties Ordinance.
6. Any individual or group requesting use of parks and/or properties may be required to provide an insurance certificate naming the Town of Penfield as additional insured – at least 14 days prior to the activity.
7. Any activity open to the general public or considered “high risk” will require proof of insurance and permission from the Town Supervisor, the Director of Parks and Facilities, the Director of Recreation, or the Library Director.
8. Irrespective of the foregoing, the use of all facilities of the Town of Penfield shall be in accord with the rules and restrictions set forth by the Town Board of Penfield, Town Supervisor, Director of Parks and Facilities, Director of Recreation.
9. We reserve the right to restrict or limit use of any park or property by any group.
10. Public pay phones are not available within the Town parks.

It is hereby agreed that the representative/organization named below will be fully responsible for the care of the buildings, grounds, and equipment and the supervision of all persons coming onto Town premises in connection with this activity; and said representative/organization further agrees to reimburse the Town of Penfield in full for any damages to Town facilities or equipment resulting from use against the Town of Penfield as a result the presence or activities of the below named representative or organization, its members, employees, invitees, licensees or guests on Town property and in the event that such a claim is not fully and completely covered by the below named representative/organization’s insurance, the organization by its duly authorized representative whose signature appears below, agrees to indemnify the Town of Penfield against any liabilities, losses, and damages of any nature whatsoever that the Town of Penfield shall or may at any time sustain or be put to reason of such claim and agrees to name the Town of Penfield as additional insured. It is further said that any fee indicated herein will be paid immediately to the Town of Penfield.

I have read the policy set forth on this document and on the respective Parks and Properties policies sheet, and I do hereby certify that I have been duly authorized by the organization named below which I represent to enter into this agreement and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated herein and I am 21 years of age or over.

Signature: _____	Date of Application: _____
Print Name: _____	Facility Requested: _____
Address: _____	Date Requested: _____
City: _____	Time Start: _____ End: _____
State: _____ Zip: _____	Group Count: _____
Home Phone: _____	Group Make-up: _____
Alternate Phone: _____	Type of Activity: _____
E-mail: _____	Does group have insurance: yes no
	Alcohol permit needed: yes no
	Reservation # : _____
Office: MC/Visa/DC – Cash/Check _____ Expires _____ Fee: \$ _____	

TOWN OF PENFIELD PROPERTIES
GENERAL RULES AND REGULATIONS

1. The person signing the permit / completing on line transaction must be 21 years of age.
2. Permit holder assumes responsibility for all damages and for group's conduct in compliance with the Town of Penfield Parks and Properties Ordinance.
3. Organizations or individuals intending to cater, sell, or serve food to the public must state this intention at the time of permit application. Should approval be granted for such activity, the organization must meet Monroe County Health Dept. codes and regulations at all times.
4. Prohibited acts include, but are not limited to, gambling, amplified music, boisterous or indecent language, littering, defacing Town of Penfield properties, lighting of fires (except in grills), operation of snowmobiles and ATVs, and other acts contained within the Parks and Properties Ordinance.
5. No person shall conduct him/herself in a manner dangerous or offensive to self or other users of park properties or interfere with any law enforcement official or municipal representative in performance of his/her duties.
6. The Town of Penfield is not responsible for any damage, loss or liability concerning equipment, apparatus, decoration, food, animals, or other items brought into a Town park/property/facility. Personal property may not remain on the Town premises after hours of closing.
7. Storage of non-Town property is limited to the duration of the event (permitted times) and must be removed promptly after the event.
8. No parking in fire lanes, access roadways, lawns; parking in handicapped spaces allowable by permit only. Vehicles must obey devices and signage and may not be present on the Town premises after hours.
9. Reserving party must be in possession of an approved Town of Penfield Parks and Properties Application at the time of their use.
10. Enclosed shelters require a key pick-up at the Recreation office (\$100 refundable deposit required) prior to use.